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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

SF
P76
#1
9/7/06

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, September 7, 2006
TIME: 4:00 p.m.
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation and discussion of, and possible action to approve the minutes of the regular Library Commission meeting of June 1, 2006.
Explanatory document: draft minutes

3. DOROTHY STARR COLLECTION DISCUSSION

Presentation on and discussion of the Dorothy Starr Collection by Jason Gibbs, Librarian II in Art/Music/Recreation.

4. 2003-2006 STRATEGIC PLAN STATUS REPORT DISCUSSION

Presentation and discussion of a status report on the Library's 2003-2006 Strategic Plan.

5. LIBRARY COMMISSION RECOGNITION POLICY ACTION

Presentation and discussion of, and possible action to approve a Library Commission policy authorizing the Library Commission President to award commendatory awards and certificates.
Explanatory document: draft commendation policy

6. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. CITY LIBRARIAN'S REPORT by City Librarian Luis Herrera DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)

The City Librarian will report on the following topics: update on One City, One Book Events, the 10th Anniversary Celebration of the African American Affinity Center; and highlights on exhibitions and programs.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 12/29/04

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8. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

M. Housh, Secretary. 9/1/06

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, September 7, 2006.
The San Francisco Public Library Commission held a regular meeting on Thursday, September 7, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by Vice President Coulter at 4:08pm

Commissioners present: Bautista, Coulter, Gomez, Kane, and Munson
A quorum was present. Commissioner Chin joined the meeting at 4:18pm.
President Higueras was reported excused attendance.

Vice President Coulter announced that AGENDA ITEM #5 LIBRARY COMMISSION RECOGNITION POLICY would be continued to a future meeting.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public spoke about: opposition to the Friends of the Library; discussed a "verandah Factor"; and on psychological damage of lies as illustrated by Tennessee Williams' "Suddenly Last Summer".

Mr. Peter Warfield discussed his efforts in public comments and public records requests to find out the Library's policy on acquiring out-of-print materials.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 1, 2006

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 1, 2006

An anonymous member of the Public decried the delay in approving these minutes and discussed in detail how they felt these Minutes failed to accurately report the exchange of views during Public Comment between the speaker and Commissioners at this meeting.

Mr. Peter Warfield found problematic these Minutes italicized report of the discussion and suggested that there were important omissions and inaccuracies in the Minutes report of his comments.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 1, 2006

Vice President Coulter observed that difficult to know how to appropriately respond to public accusations of wrong doing, but noted that it was important to ask for more information to try to identify if there was any real basis for such charges. The Commission Vice President regretted that in this situation due to exasperation his response may have been too harsh. Commissioner Munson noted that he thought it always appropriate to make an effort to obtain more information in response to accusations. Commission Munson again pointed out that members of the public could always submit written information to the Commission if they felt there was wrong-doing, and suggested that goodwill could be a more productive way for everyone involved to enhance our libraries ability to serve the community. Commissioner Chin noted that the inveterate criticisms of two individuals did not represent the views of the public.

MOTION: by Commissioner Bautista, 2nd by Commissioner Gomez for approval of the Minutes of the regular Library Commission meeting of June 1, 2006.

ACTION: 6-0 Aye (Bautista, Chin, Coulter, Gomez, Kane, and Munson)

AGENDA ITEM #3 DOROTHY STARR COLLECTION

Chief of the Main Library Kathy Lawhun introduced Jason Gibbs, Librarian II in Art/Music/Recreation who presented an overview of the history of and a detailed update since his last report in 2002 on the Library's Dorothy Starr Sheet Music Collection. Dr. Gibbs then demonstrated ways library users could access the 27, 700 searchable records now available in the Dorothy Starr Collection through the Library's website.

Public comment on AGENDA ITEM #3 DOROTHY STARR COLLECTION

An anonymous member of the public found this report a "happy ending" to a story that they had been concerned might have ended otherwise; noted the great historical importance of this Collection; and applauded Dr. Gibbs work.

Mr. Peter Warfield expressed happiness at hearing more about the Library's collections and inquired concerning when more of it might become accessible suggesting that a offering a search mode for artists/performers who sang or performed a particular piece of music might be useful.

Commission discussion of AGENDA ITEM #3 DOROTHY STARR COLLECTION

Vice President Coulter recalled the circumstances when the friends had provided the resources necessary to acquire this collection and recalled previous discussion of steps taken by staff to catalog and make available its treasures. In response to questions by Commissioner Bautista, Dr. Gibbs noted that there was simply not sufficient staffing available to scan all materials and noted that there were copyright issues involved in making materials created after 1922 available. Regarding the strengths of the Collection Dr. Gibbs suggested that a need for more contemporary materials were the Collection's only deficiency. In response to a query by Commissioner Gomez, Dr. Gibbs noted that there had been exhibits of some of the wonderful cover art from the Collection, including some held in connection with the centennial of the 1906 Earthquake and Fire and mused that perhaps it was timely that there be another. Vice President Coulter lauded the library's acquisition of this collection with the help of the friends and the critically important volunteer work that was still being made to make it available as a model for public/private partnerships. City Librarian Herrera noted that the Dorothy Starr Collection was extensively used by both music lovers and researchers. Dr. Gibbs identified as the four volunteers who had contributed so much work in making this wonderful sheet music available to library users.

AGENDA ITEM #4 2003-2006 STRATEGIC PLAN STATUS REPORT

City Librarian Luis Herrera presented an overview and update on the Library's progress in fulfilling the goals set out in the 2003-2006 three year Strategic Plan (copy attached) adopted by the Public Library Commission in October of 2003. The City Librarian then introduced Marcia Schneider, Chief of Adult Services, who presented a detailed summary report (copy attached) on each of the priorities and subject areas addressed in the Strategic Plan based on the Public Library Association's (PLA) model "Planning for results". The City Librarian proudly noted the significant accomplishments achieved by the hard work of Library staff during this three year period and reported that this model had proven to be useful in developing the Library's services plans for the future. In particular Mr. Herrera called attention to the important contributions made by Ms. Schneider in preparing the report.

Public Comment on AGENDA ITEM#4 2003-2006 STRATEGIC PLAN STATUS REPORT

An anonymous member of the public criticized the lack of availability of the explanatory documents for this item prior to the meeting; found the presentation difficult to follow and hard match up to the related parts of the plan; and noted it was not too early to begin consideration about the next steps.

Ms. Donna Bero, Executive Director of the Friends of the San Francisco Public Library applauded the report as excellent and informative and noted happily the record of accomplishments by staff that Ms Schneider's thorough and detailed presentation had highlighted.

Ms. Ellen Egbert, Bernal Heights Branch user, noted that as a believer in "to do" lists she was pleased hear so many tasks could be checked off as accomplished.

Mr. Peter Warfield felt insulted and expressed dismay that the explanatory documents had not been made available to him earlier. Mr. Warfield found some good reported, but that he had many serious concerns and omissions, in particular he noted about the report concerning the RFID issue and about availability of books in the Library's collections while branches were closed for renovation.

Commissioner Gomez left the meeting at 5:30pm.

Commission discussion of AGENDA ITEM #4 2003-2006 STRATEGIC PLAN STATUS REPORT

In response to public comments, Commissioner Bautista noted that there was a page 30 discussion of details in the strategic plan report about the Library's response to its purposed use RFID technologies. Commissioner Bauitista found the report a useful summary of the Library's accomplishments. The Commissioners applauded report of expanded community outreach and bookmobile visits activities. Commissioner Chin expressed appreciation for the expanded outreach to schools. In response to a query by

Commissioner Bautista, the City Librarian reported that there would be discussion of security related issues at an upcoming Library Commission meeting. Commissioner Kane noted the amazing amounts of progress documented since the strategic plan was adopted and urged consideration of development of long range plans in addition to the next multi-year strategic plan. Commissioner Chin noted the importance of considering options should funding again become tight in coming years. Commissioner Munson found the report great deal of dense written material to digest and suggested that future presentations consider using charts to graphically present some of the data to make its absorption easier. Commissioner Munson noted that the report could facilitate in-depth future discussions of each of its elements but that it reflected a good job being done by Library staff. Vice President Coulter noted as one who had participated in the development of the strategic plan that the process had been cumbersome and somewhat laborious. The Commission Vice President suggested that for future strategic planning efforts the Library consider using a simpler, tighter focused business like planning model, which could be more accessible and actively involve more input. Vice President Coulter in particular lauded the "Shades" programs as meeting the Library's important role in preserving the community history. In response to a question by Commissioner Bautista Mr. Herrera noted that the stories of those involved in the various Branch Library Improvement Program projects were being collected. Commissioner Chin suggested that for future discuss there be a break down of individual topic areas so that steps to discuss these issues in more concrete way could be facilitated noting that she was glad that the Library was being proactive rather than reactive.

AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero thanked the Commissioners for the dedication, serious commitment, and hard work on behalf of our libraries in the face of what she found to be excessive and unwarranted criticism by a few. Ms. Bero then brought the Commissioners up to date on the Friends sponsored "Poets Eleven" program being conducted in conjunction with San Francisco Poet Laureate Jack Hirschman. The Friend's Executive Director reported on the very successful closing party for the Western Addition Branch Library; thanking Safeway stores and the San Francisco Buddhist Church for their generosity in providing food and cooking for the event. Ms. Bero then reported that the Friend's of the San Francisco Public Library's Capital Campaign for Neighborhood Libraries was in high gear with many already active neighborhood committees and new committees being formed. The Friend's Executive Director concluded this months report noting that the presentation on the Dorothy Starr Sheet Music Collection highlighted and was an good example of the productive Friend's relationship with the Library.

Commissioner Kane left the meeting a 6pm.

Public comment on AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

An anonymous member of the public found Commissioner Munson's remarks following public comment naïve; suggested that money has no conscience, and that the Library as a public institution supported by public funds it should not be run on a business basis but on a basis of public values.

Mr. Peter Warfield spoke concerning his views about the Commissioners' comments following Public Comment citing Ms. Bero's deriding of criticism of the Commissioners in her report as his rationale for offering comment not germane to this agenda item.

AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

As the Commission was about to lose it quorum, City Librarian Herrera presented an abbreviated report. The City Librarian presented a brief update on this year's One City One Book Program featuring The Hummingbird's Daughter by Luis Alberto Urrea. The City Librarian reported on the fast start of this year's citywide reading Program at recent August 30th school visit where Mayor Newsom had participated in an interesting and exciting discussion of this book with students. Mr. Herrera then called the Commission's attention to the upcoming celebration in honor of the 10th Anniversary of the Library's African American Affinity Center to be held on November 17, 2006 beginning at 6:30pm. Mr. Herrera concluded his report with a snapshot summary of this year's very successful Summer Reading Program which had involved 9,500 children and more than 200 Teens.

Public comment on AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

An anonymous member of the public regretted the brevity of the City Librarian's report.

Ms Ellen Egbert called attention to an upcoming one City One Book program at the Bernal Heights Branch Library.

Mr. Peter Warfield was glad the report was presented.

AGENDA ITEM # 8 LABOR UNION REPORT

No report was offered.

AGENDA ITEM # 9 NEW BUSINESS

No new business items were proposed

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Munson to adjourn the regular September 7, 2006 Public Library Commission meeting.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Gomez; Kane, and Munson)

The September 7, 2006 Public Library Commission meeting adjourned at 6:12pm

Michael Housh, Commission Secretary 9/8/06

Please note: These are draft Minutes subject to revision by the Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting September 7, 2006

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

SAN FRANCISCO PUBLIC LIBRARY
STRATEGIC PLAN
2003-2006

Progress Summary
September, 2006

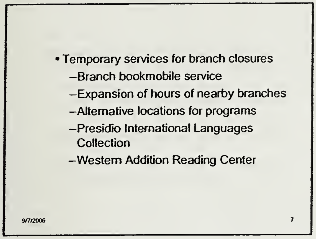
SERVICES

1. General Information

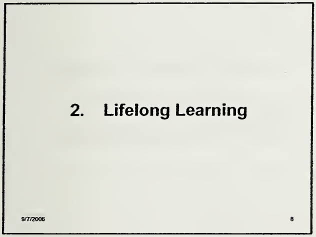
- **Expand outreach to neighborhoods**
  - Increased support for branch programs and exhibitions
  - Attendance at street fairs and festivals
  - Bookmobiles at community events
  - Additional computer training classes in Cantonese, Mandarin and Spanish
  - Teen advisory groups in branches

- **Increase outreach to targeted audiences**
  - Enhanced outreach to K-12 schools
    - Every Child Ready to Read
    - Live online homework help
    - Supporting Successful Teens

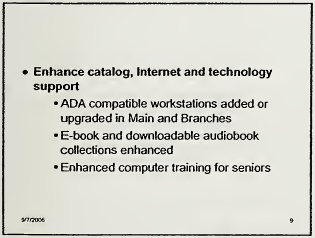
- Enhanced outreach to adults, seniors, families, people with disabilities, new Americans, and low income
  - Targeted exhibitions
  - Project Homeless Connect
  - Multilingual voicemail messages
  - Video telephone for deaf and hearing impaired
  - Targeted bookmobile services for special populations



- Temporary services for branch closures
  - Branch bookmobile service
  - Expansion of hours of nearby branches
  - Alternative locations for programs
  - Presidio International Languages Collection
  - Western Addition Reading Center



2. Lifelong Learning



- **Enhance catalog, Internet and technology support**
  - ADA compatible workstations added or upgraded in Main and Branches
  - E-book and downloadable audiobook collections enhanced
  - Enhanced computer training for seniors

- **Enhance staff training**
  - 50 course offerings a quarter
  - New and expanded training partnerships
    - Infopeople
    - Department of Human Resources
    - Staff trainers
    - City University
    - Bay Area library training coalition

- **Improve collaboration with educational institutions**
  - Program and exhibitions outreach
  - SFUSD teacher training
  - School partnerships
  - Library outreach to schools
  - Class visits to library

- **Expand community history collections**
  - Shades of San Francisco
  - 125th anniversary branch history panels
  - Neighborhood newspapers inventoried
  - Neighborhood photos digitized and made available through online catalog
  - New photo scanning service

- **Offer new and ongoing programming for children, teens and adults**
  - Lectures, panels, author readings, story times, films, reading groups, musical and cultural events and more
  - City-wide reading program, One City One Book: San Francisco Reads
  - Monthly book club On the Same Page
  - Increased computer training

- **Reinvigorate services of the Affinity Centers**
  - Out at the Library exhibition of the James C. Hormel Gay and Lesbian Center
  - Affinity center sponsored programs and exhibitions in Centers

- **Enhance cultural and educational programming and exhibitions**
  - Outreach efforts to community partners
    - Proposal forms for exhibitions and programs available on website
    - New and expanded programming and exhibition partnerships

- **Increase representation at community events and street fairs**
  - Increased participation in street fairs
  - Children's and teen services outreach at community events

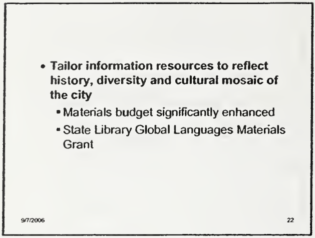
3. Current Topics and Titles

- **Broaden community partnerships**
  - Author/performer contact lists for children's, teen and adult
  - Maintain and update community, arts, educational and cultural institutions through the San Francisco Community Services Directory

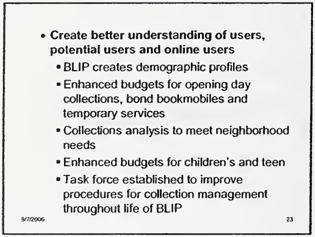
- **Initiate Web exhibitions**
  - Web team training enhanced
  - Initiated 5 online exhibitions

COLLECTIONS

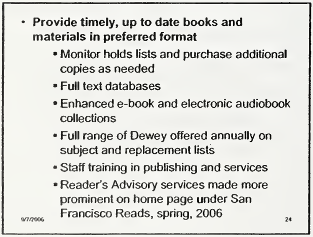
1. General Information



- **Tailor information resources to reflect history, diversity and cultural mosaic of the city**
  - Materials budget significantly enhanced
  - State Library Global Languages Materials Grant



- **Create better understanding of users, potential users and online users**
  - BLIP creates demographic profiles
  - Enhanced budgets for opening day collections, bond bookmobiles and temporary services
  - Collections analysis to meet neighborhood needs
  - Enhanced budgets for children's and teen
  - Task force established to improve procedures for collection management throughout life of BLIP



- **Provide timely, up to date books and materials in preferred format**
  - Monitor holds lists and purchase additional copies as needed
  - Full text databases
  - Enhanced e-book and electronic audiobook collections
  - Full range of Dewey offered annually on subject and replacement lists
  - Staff training in publishing and services
  - Reader's Advisory services made more prominent on home page under San Francisco Reads, spring, 2006

2. Lifelong Learning

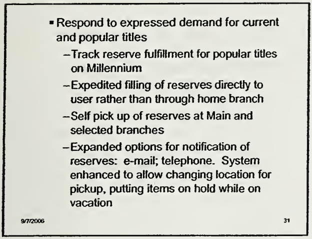
- **Inspire library users and potential users with the joy of reading and learning**
  - Develop and maintain extensive collection in a variety of formats in an easily accessible manner
    - –New Collection Development Plan
    - –Branch collection goals
    - –Downloadable audio books
    - –Downloadable e-books
    - –Electronic databases

- Enhance collections in non-English languages
  - –Increased budget for International Languages
  - –Presidio International Languages Collection
  - –Expenditures are 8% of the budget
- Expanded collections in Affinity Centers

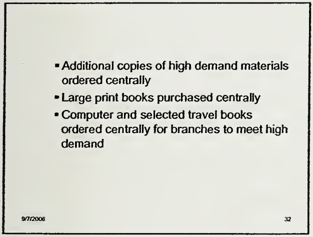
- **Provide Web access in non-English languages**
  - Chinese website
  - Spanish website
  - Chinese online public access catalog
- **Enhance book and materials purchasing for research and special collections**
  - S.F. History, Hormel Center, Special Collections and subject departments
  - Priorities identified in Library Satisfaction Survey

3. Current Topics and Titles

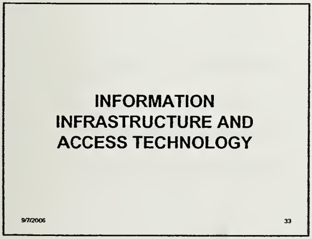
- **Ensure availability in an array of formats that are requested and needed by users**
  - Solicit community input
    - –Suggest a purchase feature made more prominent on website
    - –Library satisfaction survey
    - –Presentations to CNL and LCAC
    - –Community surveys taken in advance of BLIP community meetings



- Respond to expressed demand for current and popular titles
  - Track reserve fulfillment for popular titles on Millennium
  - Expedited filling of reserves directly to user rather than through home branch
  - Self pick up of reserves at Main and selected branches
  - Expanded options for notification of reserves: e-mail; telephone. System enhanced to allow changing location for pickup, putting items on hold while on vacation



- Additional copies of high demand materials ordered centrally
- Large print books purchased centrally
- Computer and selected travel books ordered centrally for branches to meet high demand

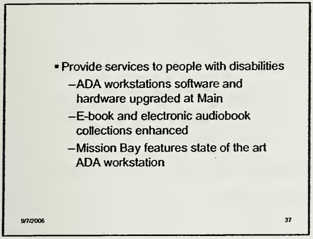


INFORMATION INFRASTRUCTURE AND ACCESS TECHNOLOGY

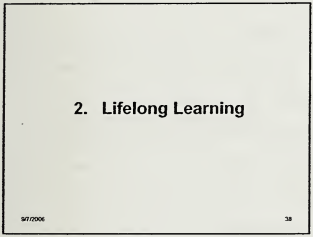
1. General Information

- **Develop and maintain a robust technological environment**
  - Increased network capacity and bandwidth, and improved network and workstation security
  - Cable modem broadband Internet service installed at 16 libraries
  - Public wireless service established at Main and 16 branches

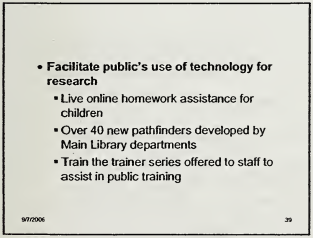
- Provide remote access to users
  - Redesigned website
  - Redesigned online public access catalog
  - Courtesy e-mail alerts of overdue materials
  - Telephone notification of hold pickups and overdue materials
  - Online patron registration forms
  - WebEvent online calendar of meeting rooms and events
  - Teen web pages redesigned
  - Online exhibitions



- Provide services to people with disabilities
  - ADA workstations software and hardware upgraded at Main
  - E-book and electronic audiobook collections enhanced
  - Mission Bay features state of the art ADA workstation



2. Lifelong Learning



- **Facilitate public's use of technology for research**
  - Live online homework assistance for children
  - Over 40 new pathfinders developed by Main Library departments
  - Train the trainer series offered to staff to assist in public training

3. Current Topics and Titles

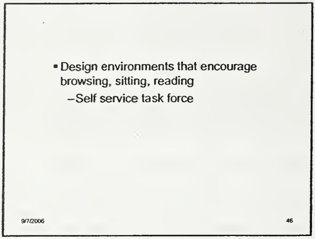
- **Provide self-help opportunities for library user to access to literature and information**
  - Explored use of RFID technology
    - Task Force compiled research
    - Sponsored community forum on RFID
    - Explored funding options
    - Established Library Technology and Privacy Advisory Committee

- Implemented My Millennium for customized library services
- Redesigned OPAC includes Chinese and Spanish interfaces and interlibrary loan form
- Electronic files of digitized images made available for purchase
- Services planned for implementation include e-commerce and Link+, an interlibrary lending program

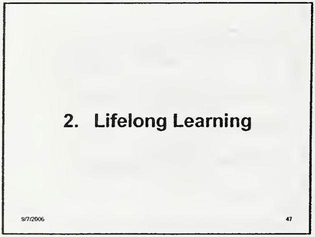
FACILITIES

1. General Information

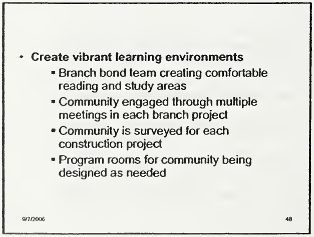
- **Renovate facilities to reflect unique character of neighborhoods and create inviting and useful place to visit**
  - **Enhance teen services**
    - All branches designed with dedicated teen space
    - Outreach done to schools, youth organizations, community centers, Recreation and Park facilities
    - Focus groups for students and parents in selected neighborhood



- Design environments that encourage browsing, sitting, reading
  - –Self service task force



2. Lifelong Learning



- **Create vibrant learning environments**
  - Branch bond team creating comfortable reading and study areas
  - Community engaged through multiple meetings in each branch project
  - Community is surveyed for each construction project
  - Program rooms for community being designed as needed

3. Current Topics and Titles

- **Improve ability of residents to obtain books and materials in a variety of formats in a timely manner**
  - Display shelving and cases designed for renovated and new branches
  - Main Library POE work will provide better organized and accessible collections
  - Signage standards and new signs developed for BLIP
  - Staff recommends sections developed in select locations

Next Steps:

Collections and Services
Community Outreach
Information Technology
Staff Development
Facilities

San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN
2003 – 2006

Approved by the San Francisco Public Library Commission
October 2, 2003

General Information: Services

1. Develop and maintain Library programs that are community-based, providing programming of interest to neighborhoods. [Goal 1]

1.1 Expand adult programs and exhibits in the branches so residents may attend programs convenient to their home or work.

- Communications, Collections and Adult Services division created to integrate programming and exhibitions with collection management goals. Reorganization effective July, 2004.
- Author/performers contact list created for use by branches and Main for public programs. Contact list initiated April, 2004.
- Part-time Museum Preparator upgraded to Curator I to support neighborhood branch exhibitions. Upgrade effective July, 2005.
- Training and materials produced for potential program planners. Training presented January, 2004. Program planning materials posted on StaffNet, December, 2005.

1.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Community Outreach Task Force appointed in 2004. Task Force convened October – December, 2005.
- New outreach programs initiated since 2003 identified by Task Force:
    - Asian Pacific Heritage Festival, 2006; Bernal Fiesta on the Hill, 2004-06; Excelsior Festival, 2003-2005; Glen Park Festival, 2003 -2005; March Gladness, 2004-2005; OMI Family Festival, 2005-06; Portola Merchants Fair, 2003-06; Sunset Community Festival, 2003, 2005; Sunset Moon Festival, 2005; and Visitacion Valley Fair, 2004-06.
    - Branch bookmobiles at community fairs, 2003-2006.
    - Posting of program information on Branch Bookmobiles and Library on Wheels, March 2004 – present.
    - Outreach services to Treasure Island by Project Read van, 2003 - 2006.
    - Computer classes in Cantonese and Mandarin offered at Chinatown, 2003-2006.
    - Intermediate computer classes in Spanish offered at Main, January, 2005 –2006.
    - E-mail notification about public programs expanded through outreach to non-profits, universities, bookstores and other organizations, January, 2003 -2006.
    - Shades of San Francisco extended to selected San Francisco neighborhoods: Shades of Sunset photo collection day, Ortega Branch, April, 2004; Mission Shades exhibition, Mission Branch, May, 2004; *Picture This* exhibition of four Shades neighborhoods, Main Library, September, 2005.
    - Spanish book talks presented at Mission High School (Gente y Cuentos), October, 2004-2006. To be expanded to two new schools, fall, 2006.

        - Book discussion group at neighboring senior center by Western Addition Branch, November, 2003 -2006.
    - Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
    - Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
        - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

2. Reach out to targeted audiences throughout the City to inform residents about the information opportunities provided by the Library.

2.1 Use focus groups to bring members of the public to the table to explore needs, and ways in which the Library might respond to the needs identified through this process.

- Teen Advisory Groups implemented at Branches, 2004-2006.
- Annual patron satisfaction survey revised to better determine user needs. Distributed December, 2005.

2.2 Enhance outreach services to schools (K-12), preschools and day care centers to encourage reading and love of learning in children.

- Every Child Ready to Read initiated to encourage early literacy skills; implemented spring, 2006.
- Teacher training conducted on online resources, November, 2004; October, 2005; March, 2006.
- Live homework help offered through Tutor.com at all library facilities, fall, 2003 – present
- Teen book clubs established at the Sunset Beacon after school program at Gianinni Middle School, spring, 2003.
- Collaboration between OMI Beacon Center and Excelsior and Ingleside branches and Sunset Beacon Center with Ortega branch for homework help, book talking and other services, 2003-06.

2.2.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
    - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

2.3 Enhance outreach services to adults, seniors, teens, families, persons with disabilities, residents new to the country, and areas of the City identified as low income to inform residents about the information opportunities provided by the Library.

- Exhibitions have been selected which speak to the interests of these target populations:

    - *The Long Walk to Freedom 1900-Now: Portraits of Civil Rights Activists*, January, 2003;
    - *Speak Truth to Power: Human Rights Defenders*, January, 2003;
    - *Elder Arts 2003*, September, 2003;
    - *Street Festivals of San Francisco,* May 2004;
    - *Colored Black 'n White: The Philippine-American War in American Popular Media*, August, 2004;
    - *Don't Call Me Retard: Artists Exploring What it Means to Be Disabled*, August, 2004;
    - *Choosing to Participate: Facing History and Ourselves*, January, 2005.
- Library participates monthly in Project Homeless Connect by supplying popular books and magazines for those waiting for services. Bi-monthly, November, 2004-2006.
- Deaf Services Center installed a DSL line and a video phone booth, enabling people to communicate using American Sign Language while making direct calls to deaf people or through use of a video relay service to call hearing people; completed September, 2005.
- Multilingual voicemail messages recorded for 10 branches, including messages in Spanish, Cantonese, Mandarin, Japanese and Russian; Fall, 2005- 2006.

2.3.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
    - Consultant survey and study initiated June, 2006; to be completed Fall, 2006.

2.4 Improve library services delivered to locations throughout the community, using the Library's bookmobiles and other mobile services that will benefit seniors, adults and children.

- Incorporated into the scope of the Branch Library Improvement Program, 2003

2.4.1 Incorporate into Branch Library Improvement Program interim service plan, to be developed and implemented by 2004/2005.

- Interim services plan template completed and applied on a branch by branch basis as facilities close. Includes expansion of hours at nearby branches, bookmobile service, relocation of children's programs to neighborhood locations and placement of unique collections at other branch libraries.
- Branch Bond Bookmobile service established December, 2003. Service expanded with second bookmobile, December, 2004. Third bookmobile added September, 2005.
- Presidio International Languages Collection established in the lower level of Presidio Branch to include Japanese language materials from Western Addition and Russian and Chinese materials from Richmond branch, October, 2006.
- Western Addition Reading Center established in the African American Historical and Cultural Society, October, 2006.

2.4.2 Incorporate advertising of library services on bookmobiles and other library and City vehicles. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Library program materials included on the bookmobiles, including newsletters and flyers, 2003-2006.

2.4.3 Insure that mobile services are reaching new residents from other countries, economically disadvantaged people, potential users and persons with disabilities by reviewing the demographics and target clientele where visits are scheduled by 2004/05.

- Library on Wheels and Children's Bookmobile specifically target low-income users, including daycare and senior centers. Ongoing.
- Library on Wheels quadrupled its Russian language collection and doubled its Spanish language collection, 2003-06.
- Library on Wheels expanded large print and audiovisual collections to serve people with disabilities, 2003-06.

3. Improve information resources available for the general public. [Goal 1]

    3.1 Collect books and library materials in a variety of formats relevant to each neighborhood, reflecting the history, linguistic diversity and cultural mosaic of the City.

    - Incorporated into the scope of the Collections Committee. First convened September, 2005; ongoing.
    - Materials budget enhanced each fiscal year, 2003 -04; 2004–05; 2005-06; 2006-07.
    - Chinese and Russian language materials enhanced for selected neighborhoods through State Library Global Languages Materials Grant of $100,000, 2004-05.
        - Subscribed to a Russian language newspaper and a Chinese language periodical/newspaper database, effective 2005-07.

    3.1.1 Create demographic and unique characteristics profile of users, potential users, and online users while also maintaining the Library's commitment to ensuring the privacy and confidentiality of all personal data gathered. To be implemented in 2004/2005.

    - Incorporated into the scope of the Collections Committee, 2005.
    - Demographic profiles created for selected branches undergoing renovations under the Branch Library Improvement Program (BLIP), 2003-2006. More detailed profiles created for the 6 branch applications submitted to the state for Prop 14 awards, 2003-04.

    3.1.2 Respond to outcome of 3.1.1 with ongoing collection monitoring, adjusting purchasing priorities and funds as appropriate, providing each local library with the capability to quickly respond to changes in community needs. To be implemented in 2004/2005 and annually thereafter.

    - Incorporated into the scope of the Collections Committee and OCYS, 2005.
    - Budgets created for opening day collections, bond bookmobiles and interim services for all renovations and new facilities. Ongoing.
    - Collections developed for new branches and branches undergoing renovation reflect demographic trends in the neighborhood, currently available library formats and unique neighborhood characteristics. Ongoing.
    - Preschool children and teen material budgets enhanced in conjunction with implementation of *Every Child Ready to Read* and *Supporting Successful Teens*, 2005-06.
    - Interim Services budget responds to changes in dates of closure/opening, 2003-06. Ongoing.
    - Tracking and analyzing collections enhanced by creating lists in Millennium, our Integrated Online System. Staff training opportunities increased on how to create lists and use them for specific collection development purposes. Ongoing.
    - BLIP Collection Development Task Force meets bi-monthly or quarterly to discuss and recommend ongoing improvements to collection development during closings and openings of branches. Ongoing.

3.2 Remain a state-of-the-art information center providing timely and up-to-date books and materials in the format preferred by individuals.

- Incorporated into the scope of the Collections Committee.
- Collection Development Office and OCYS monitor holds lists and purchase extra copies as required. Ongoing.
- Full-text databases added to collection. Ongoing.
- E-mail option to recommend purchases placed in more prominent location on SFPL web site, 2004. E-mail purchase suggestions from users increased to an average of about twenty per day, 2006.
- Featured lists of new books and media launched, spring, 2006.
- Materials added to catalog at time of order (excluding audiovisual materials); branches, 2004; Main Library, 2005.
- E-Book collections and electronic audio book collections enhanced, 2004-05.
- Marcive, the automatic loading of MARC records for federal government documents, installed; first records loaded June, 2005.
- Full range of subject/ replacement materials selection lists offered annually to branches to replace lost titles and provide new editions more quickly, and to meet the need of branch collections when branches reopen after renovation or open after new construction. Effective 2004-05 and ongoing.
- Reader's Advisory services made more prominent on home page under San Francisco Reads, spring, 2006.

3.2.1 Enhance professional growth opportunities for staff training to keep current and identify new trends in publishing and services. To be incorporated into annual staff training plan beginning with 2004/2005.

- Assigned to Human Resources.
- Staff attended annual conferences to keep current in publishing trends, including Book Expo America, Internet Librarian, American Library Association, Public Library Association, California Library Association, Children's Literature New England, Reading the World Conference and the Guadalajara Book Fair. Ongoing.

General Information: Information Infrastructure and Access Technology

4. Improve access to information and collections by developing and maintaining a robust technological environment. [Goal 1]

4.1 Install wireless capabilities in library facilities so residents may use library services with their own computing devices, in addition to providing plug-in access.

- An Information Technology division was created through library reorganization to facilitate infrastructure and access technology. Effective 2004/2005.

4.1.1 Create a secure and robust network environment that is safe for users and staff that provides for use of wireless devices by June 2005.

- Telecommunications Network Redesign increased network capacity and bandwidth and improved network and workstation security. Implemented 2004-2005.
- Cable modem broadband Internet service installed at Mission, Eureka Valley, Chinatown, Presidio, Parkside, Sunset, Excelsior, Ingleside, Bayview, Anza, Visitación Valley, West Portal, Ortega, Merced, Glen Park branches and Main Library, 2004-2006.

4.1.2 Provide wired and wireless devices for in-library use, thus increasing the technological capacity for accessing library services. To be implemented in 2005/2006.

- Assigned to Public Service Team and Information Technology Division.
- Information Technology Division's 2005-06 plan included purchase of network equipment and wi-fi access points to support staff wireless at 18 library locations and public wireless at ten library locations.
- Wireless access trial service for the public established on the fourth floor of the Main Library, May, 2004.
- Full wireless access for the public offered throughout the Main Library, effective April, 2005.
- Wireless access for the public implemented at Mission, Park, Presidio, Bayview, Anza, Visitacion Valley, January, 2005; Eureka Valley and Chinatown, March, 2005; Excelsior, June, 2005; Parkside and Ortega, August, 2005; Merced, November, 2005; Ingleside, May, 2006; Mission Bay, June, 2006; Golden Gate and North Beach, July, 2006.
- Wireless access for staff implemented at Richmond, December, 2004; Parkside, Ortega and Merced, December, 2005; Main Library, 2005; Mission Bay, March, 2006; 190 9th Street, Chinatown, Presidio, May, 2006.

4.1.3 Explore staff use of emerging technologies, such as headsets and hand-held devices, to enhance public service opportunities. Develop recommendations by January 2005.

- Assigned to Public Service Team, Technology Users Group and RefNet.
- Researched and found that technology not currently available to bring catalog and library resources to mobile devices.

4.2 Provide remote access to library services, including information resources and materials, so residents may use the Library from their home or office anytime day or night.

- Re-designed SFPL website; launched July, 2003.
- Re-designed Online Public Access Catalog; launched November, 2004.
- Reserves system enhanced to allow patron to change pickup location and freeze reserves while on vacation, spring, 2006.
- Featured lists of new books and media launched, spring, 2006.
- Courtesy notices, which alert users of items due in a couple of days, launched February, 2006.
- Telephone Notification Service (TNS) alerting patrons of hold pickups and overdue materials, implemented March, 2006.
- WebBridge, which provides links from within the online catalog to external resources, launched January, 2006.

4.2.1 Continue to develop services for electronic users and potential online users by making all procedures to access library services available in an electronic format. Services will include but are not limited to online library forms (homebound, library card application, suggestion form, and comment form) so that services provided within library facilities are also fully available to online users. To be completed by June 2004.

- Assigned to Public Services Team and Information Technology Division, 2004-05.
- Homebound module used for creating reading lists for Books by Mail patrons implemented, 2004.
- Self-Service Task Force established to examine, explore and recommend technologies and other products and services that would expand and enhance library users' self-service options, July, 2005.
- Millenium Online Patron Registration module purchased, January, 2006. To be implemented 2006-07.
- Millenium E-commerce options explored, 2006. To be implemented 2006-07.

4.2.2 Continue to develop the Library's website as the primary means of electronic access to information in order to ensure quick and easy retrieval of resources.

- Assigned to Public Services Team and Information Technology Division, 2004-05.
- Information Technology division created a web services unit, 2004-05.
- WebEvent, an online calendar system for staff and public, launched August, 2005.
- Teen web pages redesigned, August, 2005.
- Staff intranet (StaffNet) undergoing reorganization and redesign, 2006.
- Online exhibitions introduced: 125th Library Anniversary, June, 2004; *Amusing America*, September, 2004; *Picture This*, September, 2005; *Out at the Library*, June, 2005; *Reversing Vandalism*, February, 2005.

4.2.3 Remain diligent in insuring that persons with disabilities have access to all collections and services.

- Assigned to Public Services Team, Access Services and Information Technology Division.
- ADA workstation software in the Main Library upgraded and added to the public PC booking and timeout system; completed April, 2005.
- ADA accessible CPU's and software were updated; completed May, 2005. Upgrades for monitors and other assistive technology is budgeted / planned for 2006-07.
- E-Book collections and electronic audiobook collections enhanced, 2004-05.
- The new Mission Bay Branch Library features an up-to-date ADA workstation which will serve as a model for other renovated branch libraries. Assistive technology includes a wheelchair-accessible push-button, adjustable-height table that holds a state-of-the-art CCTV (a device that scans and enlarges print text on a screen for people with low vision) and a computer with a large monitor, a large-type keyboard and ZoomText software (providing text enlargement and simple screen-reader technology for people with low vision.) Opened July, 2006.

5. Renovate facilities to reflect the unique characteristics of the neighborhoods they serve and to enhance the library as an inviting and useful place to visit. [Goal 1]

5.1 Enhance teen services, a recognized age group that is currently underserved, by creating unique physical spaces in appropriate library facilities.

- Assigned to the Office of Children and Youth Services (lead), the Branch Bond Team, and the Community Outreach Task Force.
- This is being accomplished on a branch by branch basis.
- All branches designed with dedicated teen spaces, including increased collections, space and visibility; to date: Bernal Heights, Excelsior, Glen Park, Ingleside, Marina, Mission Bay, Noe Valley, Portola, Richmond, Sunset, West Portal, and Western Addition. Ongoing.

5.1.1 Engage the community, particularly teens, in the local neighborhood to gather input as part of the community needs assessment for the degree of emphasis for teen services in their local library facility. To be completed prior to facility renovation.

- Assigned to the Branch Bond Team, the Office of Children and Youth Services, and the Community Outreach Task Force.
- Outreach done to Boys and Girls Clubs, neighborhood Beacon Centers, Recreation and Park facilities, YMCA and schools, Excelsior Youth Center and AIM High School. Ongoing.
- Teen Advisory Council members invited to attend BLIP community meetings. Ongoing.
- Community meeting held in Martin Luther King Middle School in Portola neighborhood to determine user needs for new libraries, January, 2003.
- Focus groups for students and parents conducted at Thurgood Marshall High School for Portola and Bayview and at Martin Luther King Middle School for Portola.

5.2 Design environments that encourage a positive physical experience to browse, sit, read and study.

- Assigned to the Branch Bond Team
- COB staff established standards for furniture and signage.

5.2.1 Establish a staff task force to develop system-wide guidelines for creating a positive experience for library users across the system (coordinate with 17.2.1). Guidelines to be implemented by January, 2005.

- Self-Service Task Force established to examine, explore and recommend technologies and other products and services that would expand and enhance library users' self-service options, July, 2005.
- Self-Service Task Force developed RFP for upgraded self-check equipment for purchase. Issued April, 2006.
- Demonstrations and interviews held with top ranking vendors, June, 2006.
- Final selection contract negotiations to be held July, 2006.

5.3 Develop long term facility maintenance plan by November 2003 for implementation in 2004/2005.

- Assigned to the Branch Bond Team and Director of Operations.
- Facilities maintenance needs projections summarized, November, 2003.

6. Provide opportunities for library users to learn how to use the Library's catalog, databases and Internet resources, and to develop their research and computer skills. Emphasize responding to the needs of special population groups, as appropriate. [Goal 2; Goal 3]

6.1 Ensure that persons with disabilities have easy access to information by upgrading ADA-compatible workstations as new technology becomes available, as well as designing online access to library resources for persons with disabilities.

- Assigned to Information Technology Division and Access Services (lead).
- ADA workstation software in the Main Library upgraded and added to the public PC booking and timeout system. Completed April, 2005.
- ADA accessible CPU's and software updated. Completed May, 2005. Upgrades for monitors and other assistive technology and furniture is budgeted / planned for in 2006-07.
- E-Book collections and electronic audiobook collections enhanced, 2004-05.
- BLIP projects will continue to address this need on a case-by-case basis. The new Mission Bay Branch Library features an up-to-date ADA workstation which will serve as a model for other renovated branch libraries. Assistive technology includes a wheelchair-accessible push-button, adjustable-height table that holds a state-of-the-art CCTV (a device that scans and enlarges print text on a screen for people with low vision) and a computer with a large monitor, a large-type keyboard and ZoomText software (providing text enlargement and simple screen-reader technology for people with low vision.) Branch opened July, 2006.
- Excelsior Branch Library equipped with ADA compatible furnishings; reopened July, 2005.

6.2 Provide focused training opportunities to support the development of technology skills of seniors. Develop partnerships with community and civic groups to facilitate and broaden the array of training opportunities available for seniors. To begin by June, 2004 and become ongoing thereafter.

- Training managed by Information Services and Chief of Branches.
- Ocean View offered computer training in second floor lab and works with the community to provide relevant technology training to a variety of age groups, 2004-present.
- Chinatown presented SeniorNet computer training for seniors, funded by a grant from the Friends of the Library, 2004-2006.
- Excelsior began computer training for seniors, 2006.
- Information Services monthly catalog and Internet classes are comprised of many seniors. Special training sessions have been set-up for senior groups. Ongoing.

6.3 Continue to train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

- Assigned to Staff Development Committee, RefNet, Adult Services Meetings and Human Resources (HR will research and develop training with input from these stakeholder committees).
- Human Resources training staff works with staff training committee, IT training Coordinator, City Human Resources training staff, Department

of Public Health employees, and others to maintain a varied core group of ongoing classes and workshops while also developing new training opportunities to meet newly identified training needs; ongoing.

- The Library Quarterly Training Schedule now offers nearly 50 training opportunities every quarter. Increased number of Health & Safety sessions offered, including Anger Management, Stress Management and Difficult Customer workshops, 2004-06.
- New Infopeople training offered, including Survival Skills for First Time Library Supervisor, Library Supervisors Tips and Tricks, and daylong sessions on online search techniques, online reference sources, conflict resolution, and Survival Spanish for Library Staff; 2004-06.
- Infopeople offered a new long-term Library Leadership series, commencing July, 2006.
- Harassment Prevention workshops mandated by State law presented by Department of Human Resources, with additional sessions offered to non-supervisors, 2005-06.
- New supervisory training developed by Department of Human Resources. To be implemented 2006-07.
- City University, a partnership with the City, City College, San Francisco State University, the Chamber of Commerce, and other organizations and institutions, to offer management, business, communications and other courses. Program created Spring, 2006; courses for library employees offered through San Francisco State University's downtown campus, Summer, 2006; ongoing.
- Greater Bay Area library training coalition offered a variety of opportunities, including the Future of Libraries conference, September, 2005; a diversity workshop on how to better work with people of all ages in our multi-generational workplace, January, 2006; and a Support Staff training day, Spring, 2006. A second Future of Libraries conference is scheduled for Fall, 2006 at SFPL.

7. Improve collaboration and communication with educational institutions and preschools to position children and young adults for school and life success. [Goal 2]

7.1 Create learning opportunities for educators and students to incorporate comprehensive instruction on using library resources, including books and materials, and in all formats.

- Assigned to the Office of Children and Youth Services.

7.2 Expand library outreach programs with San Francisco Unified School District to incorporate new partnerships in learning and reading among the youth in the City.

- Assigned to the Office of Children and Youth Services
- Major exhibitions incorporating comprehensive outreach efforts to schools included *Long Walk to Freedom,* January – March 2003 and *Choosing to Participate,* January – March, 2005; the citywide reading program *One City One Book* also incorporated school outreach strategy, September-October, 2005 and September-November, 2006.
- SFUSD teachers attended classes on library resources for students, including online homework help, electronic databases, GLBT Center and S.F. History, November, 2004; October, 2005; March, 2006.

7.2.1 Create cooperative agreements with key schools to more fully integrate lifelong learning opportunities for children and youth. To be completed by January 2005.

- Assigned to the Office of Children and Youth Services.
- Four cooperative agreements reached between the following branch libraries and schools for purposes of Prop 14 applications: Ingleside (Aptos Middle School); Ortega (A.P. Giannini Middle School and Sunset Elementary School); Portola (Martin Luther King Middle School and E.R. Taylor Elementary School; and Visitacion Valley (Visitacion Valley Middle School and Visitacion Valley Elementary School), which will be used as templates for additional agreements; completed January, 2004
    - In fulfillment of Family Literacy support agreement, the Library implemented Every Child Ready to Read, April, 2006.
    - For Homework Help, the Library provides designated space and resources, including online and live tutoring; Schools will promote program and the Library goal of all students acquiring library cards; both agencies will collaborate on parent programs, volunteer training and orientation for parents and school staffs.

7.2.2 Enrich the content of formal education by supporting class visits to library facilities as well as library staff regularly visiting classes at strategic times during the school year. Outreach strategy to be developed and implemented by fiscal 2004/2005.

- Assigned to the Office of Children and Youth Services.
- 1654 classes totaling 32,190 students visited the library; children's and teen librarians visited 961 classes, totaling 31,412 students; completed 2003-04.
- 1614 classes totaling 31,742 students visited the library; children's and teen librarians visited 1317 classes, totaling 34,830 students; completed 2004-05.
- 1,487 classes totaling 31,984 students visited the library; children's and teen librarians visited 1,191 classes, totaling 36,703 students; completed 2005-06.
- Number of students reached increased by 16.8%, 2003-06.

8. Improve programs and services for residents for whom English is not their native language. [Goal 2; Goal 3]

8.1 An overall system-wide outreach strategy will be developed by staff and administration that will provide the umbrella structure to enable staff at each library facility to implement targeted programs and services to respond to the needs of residents in their neighborhood for whom English is not their native language. Outreach strategy to be developed and implemented by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Computer classes in Cantonese and Mandarin offered at Chinatown, 2003- present.
- Intermediate computer classes in Spanish offered at Main, January, 2005 -present.
- External translation services added to increase amount of materials offered bilingually, effective 2004-05.
- Spanish book talks presented at Mission High School (Gente y Cuentos), October, 2004-2006. To be expanded to two new schools, fall, 2006.

- Voice/phone system offered in Spanish, Cantonese, Mandarin, Japanese and/or Russian in 10 branch libraries, effective fall, 2005. Ongoing.

9. Provide opportunities for residents to attend and participate in a wide variety of library programs designed to contribute to the individual learning experience. [Goal 3]

9.1 Document the history of San Francisco by expanding community history collections celebrating the uniqueness of neighborhoods. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Incorporated into the scope of the San Francisco History Center.
- Shades of San Francisco extended to selected San Francisco neighborhoods: *Shades of Ocean View*, August, 2003; *Shades of Sunset* photo collection day, Ortega Branch, April, 2004; *Shades of Mission* exhibition, Mission Branch, May -September, 2004; *Picture This* exhibition of four Shades neighborhoods, Main Library, September - December, 2005.
- San Francisco History Center hosts multiple small exhibitions on topics of historical interest to the city at large: *Driving San Francisco*, July-August, 2003; *Harvey Milk, 1930-1978,* November, 2003-January, 2004; *November 1978: Moscone, Milk & Jonestown*, November, 2003-January, 2004.
- *Remembering Harvey Milk* exhibit on display at Eureka Valley/Harvey Milk Memorial, November, 2003-January, 2004.
- *Digging Deep* exhibition in Main's Grove Street foyer tells history of site of Main Library; opened June, 2004.
- Branch history panel displays created for 13 branches as part of 125th anniversary celebration, June, 2005.
- Multiple 1906 Centennial programs and exhibitions presented at Main, March-April, 2006.
- Bernal Heights co-sponsored historic neighborhood photographs and maps display, April, 2005.
- Inventory of neighborhood newspapers in San Francisco History completed, 2004-05. Developing plans for long-term preservation and indexing.
- Mission Bay archaeological history exhibition opened July, 2006.

9.2 Enhance the availability of neighborhood photographic archives by digitizing the photographs and making the collections available through the Library's online catalog.

- Ongoing project of Information Technology Division and San Francisco History Department.
- An additional 2,625 photos have been added to the online database of historical photographs, January, 2003 – July, 2006.
- New photo scanning service for patrons to purchase historical photos implemented; S.F. History completed 551 scan orders for this new service, with a total of 1,904 photos provided to the public, January 2003 – July, 2006.
- *Picture This*, *Family Photographs of Everyday San Francisco*, an online exhibition of neighborhood photographic archives, includes 150 images drawn from a collection of photographs shared by community members from the Western Addition, Ocean View/Merced/Ingleside (OMI), Mission and Sunset neighborhoods; September, 2005 – present.
- Neighborhood Branch Libraries' history documented through two online historical exhibitions created as part of the Library's 125th Anniversary celebrations: The *Library Timeline* presents a history of the San Francisco Library system from 1877 through the

2004; the *Then & Now Photo Scrapbook* features historical and contemporary photographs of the Branch Libraries; April, 2005 – present.

- Co-sponsored *Amusing America*, the premiere exhibition of the San Francisco Museum and Historical Society at Pier 45 on Fisherman's Wharf, with support from the California State Library; August, 2004 - present. SFPL exhibited online version, September, 2004-present.

9.3 Expand in-library programs and events such as book talks, book groups, story hours, literacy training, and job fairs to increase personal learning and growth opportunities for library users. Outreach strategy to be developed and implemented by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- New and ongoing library programs offered in branches and Main, 2003-06; programs included trainings, lectures, panel discussions, author readings, exhibition opening programs, films, book clubs and reading groups and more.
    - Number of adult programs offered in branches and Main was 801 programs 2003-04; 1,059 programs in 2004-05; and 820 programs in 2005-06.
    - Attendance at programs was 34,271 in 2003-04; 37,554 in 2004-05; and 33,604 in 2005-06.
- New and ongoing children's and teen programs offered in branches and Main, 2003-06; programs included story times, media programs, lectures, author events, science events, musical and other cultural events.
    - Number of children's and teen programs offered in branches and Main was 3,041 programs in 2003-04; 3,380 programs in 2004-05; and 3,994 in 2005-06.
    - Attendance at children's and teen programs was 103,516 people in 2003-04; 112,759 in 2004-05; and 116,114 in 2005-06.
- Library sponsored City-wide reading program One City One Book; June- November, 2005 and 2006.
- Library sponsored City-wide reading program On the Same Page; monthly, ongoing from November, 2005.
- The Public Training Program coordinated by the Information Services unit of the Main Library offered three new classes, Intermediate Word, Advanced Searching of Subject Databases and Beginning E-mail, in addition to ongoing classes. Attendance increased by 16%, 2005-06.

9.4 Enhance and maintain the depth of Main Library research and special collections to assist researchers and identify other collections that are of interest to significant segments of the community.

- Assigned to the Office of the Chief of Main Library
- Budgets enhanced for San Francisco History, Special Collections and Hormel Center as well as subject units, 2005-06 and 2006-07.
- Main Library subject units will purchase enhanced materials in 2006-07 in areas identified in the Library Satisfaction Survey, November, 2005.
- Most of Main collections were analyzed by a software program of OCLC, 2003-04 & 2004-05 and earlier.
    - Analysis will be used to help maintain depth of the collections, 2006-07 and beyond.
    - Results of analysis to be incorporated into the updated Collection Development Plan, to be completed 2006-07.

9.5 Affinity centers were developed as part of the Main Library service program in the early 1990's in recognition of the diverse community that we serve and to provide collections and services that are of great interest to specific segments of our community. In order to build on the initial foundation and current programming of the centers, reinvigorate and further develop collections and programming integral to the Affinity Centers in the Main Library. Engage scholars, community members, donors and other stakeholders to develop a vision statement and service plan for each center.

- Assigned to the Office of the Chief of Main Library.
- Worked cooperatively with the Friends of the San Francisco Public Library to support this effort, 2003-06.
- Exhibitions and programming staff worked closely with Affinity Center managers to sponsor programs, exhibitions and provide outreach to the public, 2003-06.
- *Out at the Library: Celebrating the James C. Hormel Gay & Lesbian Center* exhibition represented the most in-depth curating of the Hormel collection for public viewing since the inception of the Center; on view at Jewett Gallery and James C. Hormel Center, Main Library and Eureka Valley/Harvey Milk Memorial Branch Library, June- October 16, 2005; *Out at the Library* online exhibition on view www.sfpl.org, 2005- present; *Out at the Library* traveling exhibition on view at Lesbian Gay, Bisexual & Transgender Community Center, New York, NY, Feb. 23-April 25, 2006; Provincetown Public Library, Provincetown, MA., May 10-June 8, 2006; Atlanta-Fulton Central Library, Atlanta, GA, June 21-Sept. 7, 2006; Swarthmore College Library, Swarthmore, PA, Sept. 25-Nov. 3, 2006.
- Highlights of smaller exhibitions sponsored in the Affinity Centers included (partial list): *One Black Day – My Race, my Grace; Envisioning the Classics with Color: The African American Shakespeare Company; Peace Corps In Africa; Why We Celebrate: Black GLBT Pride; Black Artist Impressions of Fatherhood; Dorothy Starr Music Collection; We Love You Alice B. Toklas; The Art of Photocollage; Ballet Mori & More; Chinese Painting and Calligraphy by Wang Huiqi; Photographic Showcase of Inner Mongolia and Northeastern China; Unsung Opera: Chinese Opera in the US; Filipino Heroes; Book Exhibition: Donation by Fidel V. Ramos, former president of the Philippines; Alcala Legacy; Rick Rocamora; Jose Rizal exhibit; Unfurling Pride: Gilbert Baker's Rainbow Flag turns 25; Reversing Vandalism: Destroyed Books turned into Art; Queer Movie Poster Show; Out at the Library; Min-Sok: Korean Heritage in San Francisco; The 1944 Warsaw Uprising; United Nations 60th Anniversary; Hetch Hetchy; From Scotland to the Sierra: The Life of John Muir.* On display in Affinity Centers, 2003-06.
- Collaborated with many local organizations, 2003-06 (see partial list in 10.1).
- Collections in various Affinity Centers have expanded. The Chinese Center purchased bilingual dictionaries and encyclopedias, works in English on Chinese medicine, art, history & religion. The Filipino Center has added books on the modern history of the Philippines, the Filipino American experience, materials in Tagalog & other languages spoken in the Philippines, and a series of titles published in the Philippines donated by the President of that country. The Stegner Center has added more San Francisco Bay Area & California environmental magazines and circulating titles on practical ways to help the urban environment. The Hormel Center increased circulating titles on transgender issues, teen sexuality and the history and culture of the gay community. The African American Center has added titles on the history of African Americans in San Francisco Bay area and California, biographies on prominent and little known African Americans, histories of African countries and the trends in immigration. Suggestion forms filled out by patrons using the Centers for titles not included in the collections have

influenced this expansion. Local organizations and performers who have collaborated with the Centers have also donated titles or money for the collections. 2003-2006.

10. Continue to enhance programs that support the Library's role as a clearinghouse for cultural and educational programs, events and exhibitions. [Goal 5]

    10.1 Ensure that San Franciscans are aware of the full array of library collections and services available by expanding the Library's outreach strategy throughout the City and in collaboration with selected partners in the community.

    - Incorporated into the scope of the Community Outreach Task Force.
    - Exhibition proposal forms were made available online on Library's website, September, 2003.
    - Program proposal forms were added on Library's website, April, 2006.
    - Program proposal form to be available on web January 2006.
    - **Programming Partners 2003-2006** (partial list**):** African American Cultural & Historical Society; Afro Solo Theater Company; American Conservatory Theatre; American Institute of Architects, SF; Animundi Dance Company; Asian Art Museum; Asian Pacific Islanders Legal Outreach; Bay Area Friends of Tibet; Bay Area Video Coalition; Book Club of California; California Center for the Book; California Council for the Humanities; California Historical Society; City Lights; Committee for Human Rights in the Philippines; Committee of 100 for Tibet; Copper Canyon Press; Deaf Visual & Performing Artist; Early Recorded Sound Archives; Earth Island Institute; Exploratorium; Flying Angels Chinese Dance Company; Frameline; Half n' Half: Adult Children of Deaf Parents; Healthy Peoples Library Project; Heyday Books; Iconoclast Black Films; Irish Arts Foundation; ITVS: Independent Television Service; Jewish Music Festival; Kearny Street Workshop; Kundirana Filipino Dance Company; KQED; Lambda Literary Awards; Litquake; LYRIC; ManilaTown Heritage Foundation; Mei Lan-fang Society; Multicultural Music Fellowship Harp Musicians; National Asian American Telecommunications Association; National Poetry Association; New College of California; NORCAL; Northern California Independent Booksellers Association; Poetry Flash; Poets for Peace; Polish Arts & Culture Foundation; Project Bandaloop Dancers; Public Utilities Commission; Robert Moses Kin Dance Company; San Francisco Ballet; San Francisco Center for the Book; San Francisco Department of the Environment; San Francisco Department of Recreation and Parks; San Francisco Dyke March; San Francisco Opera Guild; San Francisco Poetry Center; San Francisco Writers Grotto; Tibetan Youth Congress; Taipei Economic and Cultural Foundation; Wells Fargo Bank; William Saroyan Literary Foundation International; The Working Group; ZYZZYVA, SFUSD; Bay Area Discovery Museum; California Academy of Science; Center for the Art of Translation; Children's Book Press; Hear of the Forest Renaissance Faire; Mission Learning Center; River of Words; SF Chamber Orchestra; SF Giants; SF 49'ers; SF Zoo; Word for Word Performing Arts Company; World Arts West; Young Audiences of Northern California; Zeum; SFUSD Youth Arts Festival; Week of the Young Child; Jing Mo Athletic Association; California Pacific Medical Center - Pediatric; Kaiser Hospital – Pediatric; UCSF Medical Center – Pediatric; Cultural Service of the French Consulate of SF; San Francisco SPCA; Marine Mammal Center; USF School of Education; Writerscorps; LYRIC; Colored Ink of Brava Theater; Community Network for Youth Development; GSA Network; Bay Area Video Coalition

      Exhibitions Partners 2003-2006 (partial list): African American Shakespeare Company; Beach Blanket Babylon; The Caxton Club of Chicago; Chinese Consulate General of San Francisco; City College of San Francisco; Community Works; Creativity Explored;

Eldergivers; European American Issues Forum; Facing History and Ourselves; Friends of Calligraphy; GLBT Historical Society; S.F. Gay Men's Chorus; Hand Book Binders of Northern California; John Muir Trust of Scotland; Kearny Street Workshop; Korean Institute; Leather Archives of America; Mexican Consulate; National Steinbeck Center; NCCIL (National Center for Children's Illustrated Literature); Pacific Center for the Book Arts; Peace Corps; Sanitary Landfill Company; San Francisco Department of Parks and Recreation; San Francisco Planning and Urban Research Association; SITES (Smithsonian Institution Traveling Exhibition Services); Sixth Street Photography Workshop; Umbrage Editions; United States Holocaust Memorial Museum; Visual AID; Voices and Visuals; El Dia de los Ninos Rooftop School Little Star Preschool; Pam Munoz Ryan manuscripts and illustrations for the Effie Lee Morris Lecture; Center for the Book; River of Words; SF Dental Society; Feather Boa Group (authors and illustrators)
Organizational Partners 2003-2006 (partial list): American Association of Museums; Arts Education Roundtable; California Association of Museums; Cultural Connections – Northern California Museum Educators; GLBT Historical Society

10.1.1 Establish a staff task force to develop guidelines and specific targets for expanding outreach with a focus on reaching new residents from other countries, economically disadvantaged people, and persons with disabilities. Outreach strategy to be developed and implementation begun by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
    - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

10.1.2 Increase representation at street fairs and other community events to encourage neighborhood involvement and to promote library services throughout each year. Incorporate into outreach strategy to be developed and implementation begun by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Children's and Teen Services participated in Preschool Preview Night, September, 2005; El Dia de los Ninos, April 30, 2005; Family Day, October, 2005; Zoo Fest, June, 2006; Youth Arts Festival, June, 2006; SFUSD Child Care Resource Fair, PUC Halloween Faire, October, 2005; Salvation Army Back to School Event, August 13, 2005; Young Women's Conference, November, 2005; SHPD ExCel After School Program, August, 2005; City Hall Arts Resource Fair, August, 2005; Summer Resource Fair, March, 2006; Week of the Young Child event, April, 2006.
- Increased participation in neighborhood street fairs: Asian Pacific Heritage Festival, 2006; Bernal Fiesta on the Hill, 2004-06; Excelsior Festival, 2003-2005; Glen Park Festival, 2003 -2005; March Gladness, 2004-2005; OMI Family Festival, 2005-06; Portola Merchants Fair, 2003-06; Sunset

Community Festival, 2003, 2005; Sunset Moon Festival, 2005; and Visitacion Valley Fair, 2004-06.

- Project Read participated in Juneteenth Festival, 2003, 2004, 2004; Sunset Community Festival, 2003, 2004, 2005; and Bernal Fiesta on the Hill, 2003, 2004, 2005.
- Children's bookmobile and Branch Bond Bookmobiles outreach to street fairs, parades and other events.
- Participated in Pride celebration with Out at the Library/Hormel Center booth, June, 2005.

Lifelong Learning: Collections

11. Inspire library users and potential users with the joy of reading and learning as core values. [Goal 3]

    11.1 Support the individual learning experience by developing and maintaining an extensive collection of books and library materials in a variety of formats on a wide array of topics in an easily accessible manner.

    - Assigned to the Collection Development Office (CDO), Office of Children's and Youth Services (OCYS) and the Public Service Team.
    - The Collections Committee convened to re-write Collection Development Plan, September, 2005 –present.
    - Established branch collection goals as part of opening day collections for branches participating in BLIP; ongoing.
    - Added downloadable audio books from Recorded Books, January, 2006.
    - Added downloadable eBooks to the existing collection of eBooks, April, 2006.
    - Added a large collection of computer technology eBooks, January, 2006.
    - Added electronic databases, 2003-2006.
        - Databases added in 2005-2006: Library, Information Science & Technology Abstracts (LISTA), May, 2006; Fiction Connection, March 2006; MARC records for all full-text electronic journals, January 2006; GLBT Life with Full Text, Novelist, Novelist K-8, December, 2005; Ancestry Library Edition, HeritageQuest Online, ALLDATA Online, November, 2005; Qikan Chinese Magazines, Eastview Central Russian Newspapers, August, 2005.

    11.1.1 Establish collection goals to reflect the outcomes generated from 15.1.1 and ongoing community input at the local level that is included in the community needs assessment (15.1.2). To be ongoing beginning in fiscal 2004/2005.

    - Assigned to the Collections Committee, CDO, OCYS and the Public Service Team.
    - Collection Development Plan Task force convened to update Collection Development Plan and establish collection goals, July, 2005 - present.
    - Library Satisfaction Survey targeted collection evaluation; December, 2005 – January, 2006.
    - Tracking and analyzing collections enhanced by creating lists in Millennium, our integrated online system (ILS). Staff training opportunities increased on how to create lists and use them for specific collection development purposes. Ongoing.
    - BLIP Collection Development Task Force meets bi-monthly or quarterly to discuss and recommend ongoing improvements to collection development during closings and openings of branches. Ongoing.

    11.1.2 Enhance the collections of materials that reflect the linguistic goal of 10% of book and materials collection budget dedicated to books in languages other than English. This goal is driven by detailed analysis of demographic make-up of each neighborhood. Develop a strategy in 2003/2004 to reach this target in 2005/2006.

- Assigned to the Collections Committee and the Public Service Team.
- Budget for international languages increased, 2004-2005; 2005-2006; 2006-07.
- Chinese and Russian language materials enhanced for selected neighborhoods through State Library Global Languages Materials Grant of $100,000, 2004-05.
    - Subscribed to a Russian language newspaper and a Chinese language periodical/newspaper database, effective 2005-07.
- Demographic profiles created for each of the branches undergoing renovations under the Branch Library Improvement Program (BLIP), 2003 - present. More detailed profiles created for the 6 branch applications submitted to the state for Prop 14 awards, 2003 - 04.
- Presidio International Languages Collection established in the lower level of Presidio Branch to include Japanese language materials from Western Addition and Russian and Chinese materials from Richmond branch; October, 2006.
- Expenditures in non-English languages for books and audiovisual materials were $517,077 and for non-English databases were $31,300 for a total of 8% of budget, 2005-06.

11.1.3 Continue to develop access to Library website in Spanish and Chinese and plan for access in Russian, Japanese and other languages.

- Assigned to Information Technology Division.
- Launched a Chinese version of the website, July, 2003.
- Launched a much improved Spanish version of the website, July, 2003.
- Launched a Chinese version of the online public access catalog, September, 2003.
- Unable to implement Russian or Japanese web pages at this time due to lack of availability of bibliographic records in Cyrillic and Japanese characters.

Lifelong Learning: Information Infrastructure and Access Technology

12. Facilitate the public's ability to effectively use new materials and technologies to enhance research skills and stay abreast of trends in the delivery of information. [Goal 2]

12.1 Provide expanded technology opportunities for self-directed learning.

- Assigned to Information Technology Division for infrastructure support and access.
- Assigned to Human Resources for programs.

12.1.1 Ensure that the Library's technological infrastructure and systems support the development of a comprehensive online learning environment in a variety of subject areas and incorporating the highest attainable quality of learning aids such as online tutorials, pathfinders, webcasts, and/or web links to tutorials in a variety of subjects that will facilitate users access and learning. To begin by June 2004 and ongoing thereafter.

- Live homework assistance for children, grades 4-12, in math, science, English and social studies provided through Tutor.com's Online Homework Help program, 2003-2006.
- Assistance provided in Spanish as well as English for math and science, 2003-2006.
- Usage grew 491% in three years, with over 3,000 students utilizing the service in 2003-2004, 8,000 students utilizing the service in 2004-2005, and 14,744 students benefiting in 2005-06.
- Over 40 new pathfinders developed on Main Library department web pages, such as SF Archives and Manuscript Collections, Bay Area Musicians and Performing Artists Index, The Irish and Irish Americans: Selected Resources, Common Law Trademark Sources, Finding Jobs and Careers on the Internet, Find Out! Resources for LGBT, Queer and Questioning Teens. 2003-06.
- The Reference Committee developed a pathfinder template, spring, 2006.

12.2 Expand the Library's program of instruction to include subject-specific topics.

- Assigned to Staff Development Committee, RefNet, Information Services (as coordinator of public training), Media Services and Human Resources (HR will research and develop training with input from these stakeholder committees)

12.2.1 Train staff in instruction techniques and subject-specific topics and provide the technological infrastructure and systems to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

- Assigned to Human Resources.
- Infopeople's Training the Trainer series offered along with more focused sessions on topics including teaching library patrons to use Microsoft Word. Subject-specific courses through Infopeople included "Consumer Health Online," "Helping a Library User Look For Work," and sessions on children's and teens services.
- Children's Creative Center infrastructure upgraded to support programming use with computer compatible technology, 2005-2006.

13. Create vibrant learning environments to encourage use of the Library as a center of learning and fostering a climate of learning and reading. [Goal 3]

13.1 Create reading areas and/or study space to increase the usability, quiet study opportunities and comfort of library facilities by the completion of the Branch Library Improvement Program.

- Assigned to Branch Bond Team and COB
- Implemented on a branch by branch basis as part of design. Ongoing.

13.1.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for reading areas and/or study space.

- Assigned to Branch Bond Team and COB.
- Multiple community meetings for each project provide local neighborhood input. Ongoing.
- Survey tool is used in each community to gather input on services for each construction project. Ongoing.

13.2 Create flexible Program Rooms, incorporating opportunities for learning labs and homework assistance, in at least 70% of library facilities by the completion of the Branch Library Improvement Program.

- Assigned to Branch Bond Team.
- Option for inclusion of a program room evaluated on a branch by branch basis, including community input on relevance for their community. Ongoing.
- Program rooms have been designed for Bernal, Excelsior, Glen Park, Ingleside, Noe Valley, Ocean View, Park, Portola, Potrero, Presidio, Richmond, Sunset and Western Addition Branches.

13.2.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for library programs.

- Assigned to Branch Bond Team.
- Multiple community meetings for each project provide local neighborhood input. Ongoing.
- Survey tool used in each community to gather input on services for each construction project. Ongoing.

14. Continue to enhance programs that support the Library's role as a clearing house for cultural and educational programs, events and exhibitions. [Goal 5]

14.1 Continue to partner with community, arts, educational, corporate, and cultural institutions in San Francisco and the Bay Area. Enhance the information and referral services provided by the Library about those agencies. To be completed by September 2005. (Reviewed and determined to be ongoing.)

- Assigned to the Office of Communications, Collections and Adult Services, effective July, 2004.
- Adult Author/Performers contact list initiated in preparation for 125th Anniversary Celebration, for use by branches and Main Departments to sponsor public programs. This list is updated and modified on an ongoing basis, to include performer evaluations, date of appearances, etc. in addition to contact information; April, 2005 - present.

14.1.1 Continue to provide programs with partnering institutions such as schools, museums and the business community.

- Assigned to the Office of Communications, Collections and Adult Services, Office of Children and Youth Services, and Main Library subject departments.
- New community partners developed on an ongoing basis; partial list 2003-06: *see 10.1.*

14.1.2 Increase the Library's visibility as a key stakeholder in the network of community, arts, educational and cultural institutions through the Library's San Francisco Community Services Directory program.

- Assigned to the Information Technology Division.
- The Directory is updated on an ongoing basis. Every entry is evaluated at least once per year via staff contact with the individual agencies to verify the information.
- 251 new records were created in the Directory, bringing total to 1,790 records, 2003-2006.
- 3600 information updates were made to existing Directory records, 2003-2006.

14.2 Assist local residents and reach out to potential users in search of current information and events by developing and maintaining web exhibits featuring local activities, current interests and library services. To be implemented by June 2004.

- Assigned to the Office of Communications, Collections and Adult Services and Information Technology.
- Web Team training dedicated for online exhibitions included Infopeople's Dreamweaver MX, January, 2003; LearnIT Courses CSS (Cascading Style Sheets), March, 2003; Javascript, December, 2003 and May and July, 2006; Photoshop, July and August, 2006.

- Web exhibitions initiated in 2004, including five current online exhibitions: *Picture This*, *Family Photographs of Everyday San Francisco*, an online exhibition of neighborhood photographic archives, from the Western Addition, Ocean View/Merced/Ingleside (OMI), Mission and Sunset neighborhoods; September, 2005 – present; two online historical exhibitions created as part of the Library's 125th Anniversary celebration: The *Library Timeline* presents a history of the San Francisco Library system from 1877 through the 2004; the *Then & Now Photo Scrapbook* features historical and contemporary photographs of the Branch Libraries; April, 2005 – present; *Amusing America,* including images from the Panama Pacific Exhibition, Playland at the Beach, Chute the Chutes, Sutro Baths and more, September, 2004 - present; *Out at the Library,* celebrating the 10th anniversary of the founding of the Library's James C. Hormel Gay & Lesbian Center by highlighting its collection and offering a rare look into what an archives is and how it ensures the legacy of the gay, lesbian, bisexual and transgender communities, June, 2005; and *Reversing Vandalism*, featuring art created from vandalized books by multiple artists, September, 2004.

14.2.1 Train technology, exhibitions, and web staff in the Library's online system and web capabilities to initiate ongoing web exhibits.

- Assigned to Information Technology Division and Office of Communications, Collections and Adult Services in cooperation with Human Resources
- Web staff attends Learn It! classes for this specialized training.
- We have an active program of online exhibits and selected staff have been trained. Completed.

Current Topics and Titles: Collections

15. Ensure availability of books and library materials in an array of formats that are requested and needed by users. [Goal 4]

15.1 Solicit broad-based community input to ensure book and library materials' collections both in English and non-English languages in all facilities reflect community needs for current topics and literature in a variety of formats and languages.

- Incorporated into the scope of work of the Collections Committee. First convened September, 2005; ongoing.
- Staff committee created to help Collection Development Office look at, forward & answer email from users on suggested titles in all formats, Fall, 2004.
- *Suggest a title* feature of website moved to more prominent location, Fall, 2004.

15.1.1 Create a community based *Library Collection Development Advisory Committee* to facilitate communication of community needs and to explore the nature of collection development in an urban community. City Librarian to establish committee by January 2004, including stakeholders from Main Library Affinity Centers and other groups.

- The *Library Collection Development Advisory Committee* was not established.
- Staff committed to continuing the ongoing outreach to, and input from, the public to achieve these goals.
- Presentation and discussion on collection management with Council of Neighborhood Libraries, October, 2003.
- Presentation and discussion on collection management with Library Citizens Advisory Committee, October, 2005.

15.1.2 Continue to gather community input at the neighborhood level on desired collections and services for each facility.

- Incorporated into the scope of work for the Collections Committee.
- Library Satisfaction Survey targeted collection evaluation, December, 2005 – January, 2006.
- BLIP community meetings, written surveys and discussions between Branch managers and community members help determine community collection needs. Ongoing.

15.1.3 Evaluate data annually on the use of selected collections to continue to fine tune collection needs, adjusting funding assigned to specific collection areas as appropriate.

- Incorporated into the scope of work for the Collections Committee.
- Accomplished on a case by case basis by branch and Main selectors through "create lists" module on Millenium. Ongoing.

15.2 Respond to the expressed demand for books and library materials on current topics and titles.

- Assigned to the Office of Communications, Collections and Adult Services and OCYS
- Book budget enhanced by 30% since 2003 to $7.4 million, 2006-07.
- Collection Development Office monitors reserve lists; popular titles with heavy reserve lists are replenished on a system wide basis. Ongoing.

15.2.1 Institute a tracking system for reserve fulfillment to determine and improve reduction of wait time for requests of popular materials. To be established by January 2004.

- Purchase Alerts program in Millenium which tracks reserves is now used to identify titles for rush order and rush processing, significantly improving reserve fulfillment.
- Reserved titles sent directly to fill reserves rather than to branches and Main from Technical Services to expedite delivery to the user, effective July, 2005.

15.2.2 Establish library user self-service pick-up of reserve materials in selected locations by July 2004.

- Assigned to Office of Chief of Branches and Chief of Main.
- Self service pick-up of reserves implemented at Anza, Chinatown, Excelsior Golden Gate Valley, Ingleside, Main Library, Mission, Mission Bay, 2004-06.
- Self service pick up of reserves to be incorporated into design for renovated and new facilities. Ongoing.

15.2.3 Expand options for notification of reserves to include telephone notification, as well as by the current options of email or regular mail. To be completed by June 2004.

- Email notification implemented, January, 2004.
- Reserve system enhanced to allow patron to change pickup location and freeze reserves while on vacation, spring, 2006.
- Courtesy notices, which alert users of items due in a couple of days, launched February, 2006.
- Telephone Notification Service (TNS) alerting patrons of hold pickups and overdue materials, implemented March, 2006.

15.2.4 Order more copies of popular titles in anticipation of reserve demands throughout each year.

- Assigned to the Office of Collections, Communications and Adult Services.
- Lists of high demand library materials reviewed weekly for purchase of additional copies. Ongoing.
- Large print materials selection from branches coordinated centrally to better anticipate demand, effective July, 2005.
- Computer and selected travel books ordered centrally for branches to meet high demand, effective July, 2006.

16. Provide library user self-help opportunities to facilitate ease of use of, and access to, literature and information. [Goal 4]
    - Incorporated into scopes of Self Service Task Force and Staff RFID Task Force.
    - Self-checks and self pick-up of holds added as branches are remodeled.

16.1 To facilitate library users' self-service check out of materials, as well as to improve inventory control and loss prevention, resulting in better public service, consider possible implementation of next-generation scanning technology (also known as RFID - Radio Frequency Identification) for books and other library materials, subject to Library Commission approval after a public hearing.

- Incorporated into scope of work of Staff RFID Task Force.
- Outcome of Staff RFID Task Force helped provide direction for the creation by the Acting City Librarian of the Library Technology and Privacy Advisory Committee, Spring, 2005.
- This committee held a series of meetings at which public comment was taken, April – October, 2005.
- The committee prepared *Radio Frequency Identification and the San Francisco Public Library: Summary Report*, October, 2005.
- The report and its recommendations were presented to the Library Commission, October, 2005.
- Funding for the key priority of a Privacy Audit approved in the 2006/2007 budget.

16.1.1 Sponsor a community forum to present information on RFID in libraries and engage the public in a robust dialog on the topic. An initial forum was completed in March, 2004.

- One or more additional public educational forums incorporated into the scope of the Library Technology and Privacy Advisory Committee, which remains a recommendation from the committee to the Library in their report.

16.1.2 Establish staff task force to research, analyze and make recommendations to Library Administration and the Library Commission regarding RFID implementation, including privacy issues.

- Staff Taskforce established, 2003-04.
- Taskforce compiled research that was posted on StaffNet, presented information at an All Staff meeting, participated in a public forum held in March, 2004, and made recommendations for implementation in 2004-05.
- Privacy Policy approved by the Library Commission, June, 2004.
- Library Technology and Privacy Advisory Committee made up of community experts and interested citizens was formed, 2004/2005.
- The Committee completed their report and presented it to the Library Commission, October, 2005.
- The 2006/2007 proposed budget includes funds to support conducting a Privacy Audit as recommended in the final report of the Library Technology and Privacy Advisory Committee's report, *Radio Frequency Identification and the San Francisco Public Library*, October, 2005.

16.1.3 Consider incorporation of funding for implementation as part of the 2004/2005 Library budget process with Library Commission approval. Implementation to begin in 2005/2006.

- First year costs of $300,000 were recommended in the Commission-approved budget to the Board of Supervisors for 2004-05. However, due to mid-year budget re-balancing for all departments as directed by the Mayor, these funds were liquated in 2004-05.
- $680,000 earmarked for RFID in 2005-06 budget as part of a multi-year rollout were redirected by action of the Board of Supervisors, July, 2005.
- Alternative efficiency and self service opportunities identified for implementation, 2006-07.

16.2 Assist users in fulfilling their individual information needs by developing a *My Millennium* (formerly *My Library)* service for customized library services. To be implemented by September 2004.

- Assigned to Information Technology Division.
- Completed in April, 2004, with enhancements to continue over a period of time.
- Redesigned OPAC was introduced with Spanish and Chinese interfaces and an online interlibrary loan request form, November, 2004.
- Enhancements include offering Featured Lists, selections of new titles added to the San Francisco Public Library collection, December, 2005; implementation of telephone notification that enabled the ability for users to select their preferred method to receive library notices (e-mail, telephone, or print), March, 2006; launch of e-mail courtesy notices, which alert users when their checked-out items are about to be due, January and February, 2006; a "freeze holds" feature that provides the ability for users to temporarily take their holds out of the hold queue; and Web Bridge for linking to other libraries and information resources directly from the OPAC.

16.2.1 Continue to develop library services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include, but are not limited to, online library forms (such as homebound, library card application, suggestion form, and comment form) in a variety of languages.

- Assigned to Information Technology Division.
- A Self-Service Task Force was launched to examine, explore and recommend technologies and other products and services that would expand and enhance library users' self-service options, July, 2005
- Online library card registration forms launched as a pilot project in the Main Library, July, 2006. Following the test period, online registration will be available to in-library patrons in September, 2006 and to remote online users shortly after.
- Electronic files of digitized images made available for purchase, October, 2004.
- Other user services planned for implementation include E-Commerce (enabling users to pay library fines online) and Link+, an interlibrary lending program that enables users from 40+ libraries in California to borrow materials from member libraries easily and quickly; FY2006-07.

16.2.2 Train technology and web staff in the Library's online system's capabilities to initiate *My Millennium* service, which offers preferred searching to the patron.

- Assigned to Information Technology Division.
- Training sessions and programs are offered at the annual national Innovative Users Group held in the spring and the regional Northern California Innovative Users Group in the fall.
- Innovative Interfaces conducted a variety of training sessions prior to Millennium implementation, including Millennium Media Management training on July 30 and Millennium catalog module training on August 12, summer, 2003.

16.2.3 Develop an outreach strategy to educate library users on the use of *My Library* and implement in 2004/2005.

- Incorporated into scope of the public training program.

Current Topics and Titles: Facilities

17. Improve ability of residents to obtain books and library materials in a variety of formats in a timely manner. [Goal 4]

17.1 Improve delivery of materials throughout the system so that 80% of items requested and available on-shelf are received within three business days at the designated pick-up location.

- Assigned to Chief of Branches Office and Director of Operations.

17.1.1 Restructure delivery services to all locations to improve efficiency and reduce time needed for materials to reach their destination. Incorporate implementation as part of the 2004/2005 Library budget process.

- Assigned to Chief of Branches Office and Director of Operations.
- Added a fourth delivery truck in 04/05 and one additional full time driver. Implementation of six day per week deliveries on hold.

17.2 Implement collection display and organization guidelines to enhance the user experience across the library system.

- Display shelving and display cases are part of the Branch Library Improvement Program.
- The redesign of the first floor of the Main Library, now under way as part of the POE response, will provide a better organized and accessible collection of books and AV materials.

17.2.1 Establish a staff task force to develop system-wide guidelines for display and organization of books and other materials. Guidelines to be implemented by January 2005 (coordinate with 5.2.1).

- Incorporated in the BLIP program with the outcome of Signage Standards and new signs at each remodeled and new branch facilities.

17.2.2 Create *Staff Recommends* sections in select locations, as well as virtually on the SFPL website, by January 2004.

- Selected branches now have Staff Recommends sections.
- This service is fully incorporated into the Library's website.

DRAFT

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

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Gavin Newsom
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Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
nmissioners

Luis Herrera
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, September 7, 2006.
The San Francisco Public Library Commission held a regular meeting on Thursday, September 7, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by Vice President Coulter at 4:08pm

Commissioners present: Bautista, Coulter, Gomez, Kane, and Munson
A quorum was present. Commissioner Chin joined the meeting at 4:18pm.
President Higueras was reported excused attendance.

Vice President Coulter announced that AGENDA ITEM #5 LIBRARY COMMISSION RECOGNITION POLICY would be continued to a future meeting.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public spoke about: opposition to the Friends of the Library; discussed a “veranda Factor”; and on psychological damage of lies as illustrated by Tennessee Williams’ “Suddenly Last Summer”.

Mr. Peter Warfield discussed his efforts in public comments and public records requests to find out the Library’s policy on acquiring out-of-print materials.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 1, 2006

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 1, 2006

An anonymous member of the Public discussed that these Minutes were three month old; and how the Minutes failed to report discussions concerning Public Comment.

Mr. Peter Warfield commented on: use of italicized text to highlight discussion; and omissions and inaccuracies in the Minutes report of his comments.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 1, 2006

Vice President Coulter observed that difficult to know how to appropriately respond to public accusations of wrong doing, but noted that it was important to ask for more information to try to identify if there was any real basis for such charges. The Commission Vice President regretted that in this situation due to exasperation his response may have been too harsh. Commissioner Munson noted that he thought it always appropriate to make an effort to obtain more information in response to accusations. Commission Munson again pointed out that members of the public could always submit written information to the Commission if they felt there was wrong-doing, and suggested that goodwill could be a more productive way for everyone involved to enhance our libraries ability to serve the community. Commissioner Chin noted that the inveterate criticisms of two individuals did not represent the views of the public.

MOTION: by Commissioner Bautista, 2nd by Commissioner Gomez for approval of the Minutes of the regular Library Commission meeting of June 1, 2006.

ACTION: 6-0 Aye (Bautista, Chin, Coulter, Gomez, Kane, and Munson)

AGENDA ITEM #3 DOROTHY STARR COLLECTION

Chief of the Main Library Kathy Lawhun introduced Jason Gibbs, Librarian II in Art/Music/Recreation who presented an overview of the history of and a detailed update since his last report in 2002 on the Library's Dorothy Starr Sheet Music Collection. Dr. Gibbs then demonstrated ways library users could access the 27, 700 searchable records now available in the Dorothy Starr Collection through the Library's website.

Public comment on AGENDA ITEM #3 DOROTHY STARR COLLECTION

An anonymous member of the public found this report a happy ending; noted importance of this Collection; and applauded Dr. Gibbs work.

Mr. Peter Warfield spoke on: the Library's collections; when more might become accessible; and the creation of a search mode for artists/performers that sang or performed a particular piece of music.

Commission discussion of AGENDA ITEM #3 DOROTHY STARR COLLECTION

Vice President Coulter recalled the circumstances when the Friends had provided the resources necessary to acquire this collection and recalled previous discussion of steps taken by staff to catalog and make available its treasures. In response to questions by Commissioner Bautista, Dr. Gibbs noted that there was simply not sufficient staffing available to scan all materials and noted that there were copyright issues involved in making materials created after 1922 available. Regarding the strengths of the Collection Dr. Gibbs suggested that a need for more contemporary materials were the Collection's only deficiency. In response to a query by Commissioner Gomez, Dr. Gibbs noted that there had been exhibits of some of the wonderful cover art from the Collection, including some held in connection with the centennial of the 1906 Earthquake and Fire and mused that perhaps it was timely that there be another. Vice President Coulter lauded the Library's acquisition of this collection with the help of the Friends and the critically important volunteer work that was still being made to make it available as a model for public/private partnerships. City Librarian Herrera noted that the Dorothy Starr Collection was extensively used by both music lovers and researchers. Dr. Gibbs identified Marge Mayne, Audrey Winn, Doris Osenda and Leija McReynolds.
as the four volunteers who had contributed so much work in making this wonderful sheet music available to library users.

AGENDA ITEM #4 2003-2006 STRATEGIC PLAN STATUS REPORT

City Librarian Luis Herrera presented an overview and update on the Library's progress in fulfilling the goals set out in the 2003-2006 three year Strategic Plan (copy attached) adopted by the Public Library Commission in October of 2003. The City Librarian then introduced Marcia Schneider, Chief of Adult Services, who presented a detailed summary report (copy attached) on each of the priorities and subject areas addressed in the Strategic Plan based on the Public Library Association's (PLA) model "Planning for results". The City Librarian proudly noted the significant accomplishments achieved by the hard work of Library staff during this three year period and reported that this model had proven to be useful in developing the Library's services plans for the future. In particular Mr. Herrera called attention to the important contributions made by Ms. Schneider in preparing the report.

Public Comment on AGENDA ITEM#4 2003-2006 STRATEGIC PLAN STATUS REPORT

An anonymous member of the public comment on: lack of availability of the explanatory documents; found the presentation difficult to follow; and recommended beginning consideration about the next steps.

Ms. Donna Bero, Executive Director of the Friends of the San Francisco Public Library applauded the report; and noted accomplishments by staff Ms. Schneider's presentation had highlighted.

Ms. Ellen Egbert, Bernal Heights Branch user, noted that as a believer in "to do" lists she was pleased hear many tasks checked off as accomplished.

Mr. Peter Warfield spoke about: explanatory documents not being available earlier; concerns with omissions in the report; and about availability of books while branches were closed for renovation.

Commissioner Gomez left the meeting at 5:30pm.

Commission discussion of AGENDA ITEM #4 2003-2006 STRATEGIC PLAN STATUS REPORT

In response to public comments, Commissioner Bautista noted that there was a page 30 discussion of details in the strategic plan report about the Library's response to its purposed use RFID technologies. Commissioner Bauitista found the report a useful summary of the Library's accomplishments. The Commissioners applauded report of expanded community outreach and bookmobile visits activities. Commissioner Chin expressed appreciation for the expanded outreach to schools. In response to a query by Commissioner Bautista, the City Librarian reported that there would be discussion of security related issues at an upcoming Library Commission meeting. Commissioner Kane noted the amazing amounts of progress documented since the strategic plan was adopted and urged consideration of development of long range plans in addition to the next multi-year strategic plan. Commissioner Chin noted the importance of considering options should funding again become tight in coming years. Commissioner Munson found the report great deal of dense written material to digest and suggested that future presentations consider using charts to graphically present some of the data to make its absorption easier. Commissioner Munson noted that the report could facilitate in-depth future discussions of each of its elements but that it reflected a good job being done by Library staff. Vice President Coulter noted as one who had participated in the development of the strategic plan that the process had been cumbersome and somewhat laborious. The Commission Vice President suggested that for future strategic planning efforts the Library consider using a simpler, tighter focused business like planning model, which could be more accessible and actively involve more input. Vice President Coulter in particular lauded the "Shades" programs as meeting the Library's important role in preserving the community history. In response to a question by Commissioner Bautista, Mr. Herrera noted that the stories of those involved in the various Branch Library Improvement Program projects were being collected. Commissioner Chin suggested that for future discussion there be a break down of individual topic areas so that steps to discuss these issues in more concrete way could be facilitated, noting that she was glad that the Library was being proactive rather than reactive.

AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero thanked the Commissioners for the dedication, serious commitment, and hard work on behalf of our libraries in the face of what she found to be excessive and unwarranted criticism by a few. Ms. Bero then brought the Commissioners up to date on the Friends sponsored "Poets Eleven" program being conducted in conjunction with San Francisco Poet Laureate Jack Hirschman. The Friend's Executive Director reported on the very successful closing party for the Western Addition Branch Library; thanking Safeway stores and the San Francisco Buddhist Church for their generosity in providing food and cooking for the event. Ms. Bero then reported that the Friend's of the San Francisco Public Library's Capital Campaign for Neighborhood Libraries was in high gear with many already active neighborhood committees and new committees being formed. The Friend's Executive Director concluded this months report noting that the presentation on the Dorothy Starr Sheet Music Collection highlighted and was a good example of the Friend's productive relationship with the Library.

Commissioner Kane left the meeting at 6pm.

Public comment on AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

An anonymous member of the public commented on: Commissioner Munson's remarks; that the Library as a public institution should not be run on a business basis.

Mr. Peter Warfield spoke about Commissioners' comments following Public Comment offering comment not germane to this agenda item.

AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

As the Commission was about to lose it quorum, City Librarian Herrera presented an abbreviated report. The City Librarian presented a brief update on this year's One City

One Book Program featuring The Hummingbird's Daughter by Luis Alberto Urrea. The City Librarian reported on the fast start of this year's citywide reading Program at recent August 30th school visit where Mayor Newsom had participated in an interesting and exciting discussion of this book with students. Mr. Herrera then called the Commission's attention to the upcoming celebration in honor of the 10th Anniversary of the Library's African American Affinity Center to be held on November 17, 2006 beginning at 6:30pm. Mr. Herrera concluded his report with a snapshot summary of this year's very successful Summer Reading Program which had involved 9,500 children and more than 200 Teens.

Public comment on AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

An anonymous member of the public regretted the brevity of the City Librarian's report.

Ms Ellen Egbert called attention to an upcoming one City One Book program at the Bernal Heights Branch Library.

Mr. Peter Warfield was glad the report was presented.

AGENDA ITEM # 8 LABOR UNION REPORT

No report was offered.

AGENDA ITEM # 9 NEW BUSINESS

No new business items were proposed

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Munson to adjourn the regular September 7, 2006 Public Library Commission meeting.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Gomez; Kane, and Munson)

The September 7, 2006 Public Library Commission meeting adjourned at 6:12pm

Michael Housh, Commission Secretary 9/8/06 revised

Please note: These are draft Minutes subject to revision by the Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting September 7, 2006

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

SAN FRANCISCO PUBLIC LIBRARY
STRATEGIC PLAN
2003-2006

Progress Summary
September, 2006

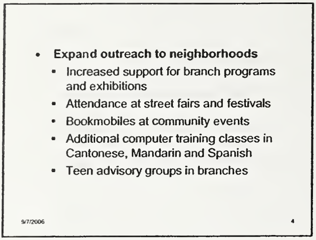
9/7/2006 1

SERVICES

9/7/2006 2

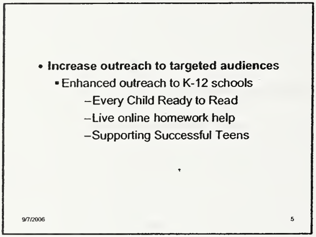
1. General Information

9/7/2006 3



- **Expand outreach to neighborhoods**
  - Increased support for branch programs and exhibitions
  - Attendance at street fairs and festivals
  - Bookmobiles at community events
  - Additional computer training classes in Cantonese, Mandarin and Spanish
  - Teen advisory groups in branches

9/7/2006 4



- **Increase outreach to targeted audiences**
  - Enhanced outreach to K-12 schools
    - Every Child Ready to Read
    - Live online homework help
    - Supporting Successful Teens

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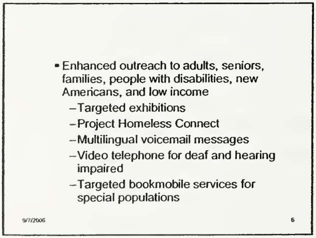

- Enhanced outreach to adults, seniors, families, people with disabilities, new Americans, and low income
  - Targeted exhibitions
  - Project Homeless Connect
  - Multilingual voicemail messages
  - Video telephone for deaf and hearing impaired
  - Targeted bookmobile services for special populations

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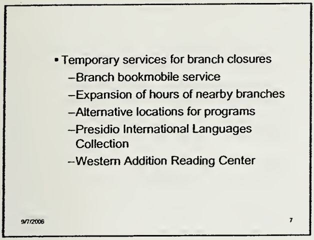
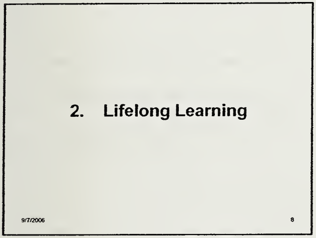
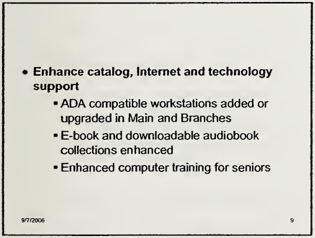


- Temporary services for branch closures
  - Branch bookmobile service
  - Expansion of hours of nearby branches
  - Alternative locations for programs
  - Presidio International Languages Collection
  - Western Addition Reading Center



2. Lifelong Learning

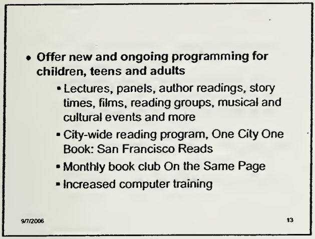


- **Enhance catalog, Internet and technology support**
  - ADA compatible workstations added or upgraded in Main and Branches
  - E-book and downloadable audiobook collections enhanced
  - Enhanced computer training for seniors

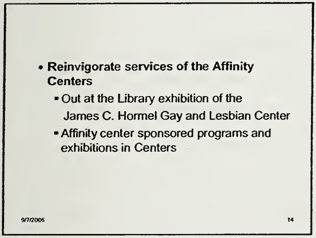
- **Enhance staff training**
  - 50 course offerings a quarter
  - New and expanded training partnerships
    - Infopeople
    - Department of Human Resources
    - Staff trainers
    - City University
    - Bay Area library training coalition

- **Improve collaboration with educational institutions**
  - Program and exhibitions outreach
  - SFUSD teacher training
  - School partnerships
  - Library outreach to schools
  - Class visits to library

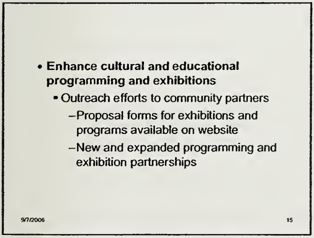
- **Expand community history collections**
  - Shades of San Francisco
  - 125th anniversary branch history panels
  - Neighborhood newspapers inventoried
  - Neighborhood photos digitized and made available through online catalog
  - New photo scanning service



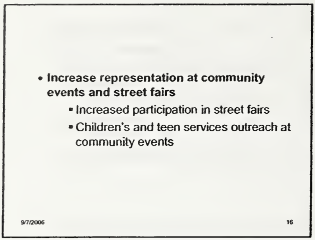
- **Offer new and ongoing programming for children, teens and adults**
  - Lectures, panels, author readings, story times, films, reading groups, musical and cultural events and more
  - City-wide reading program, One City One Book: San Francisco Reads
  - Monthly book club On the Same Page
  - Increased computer training



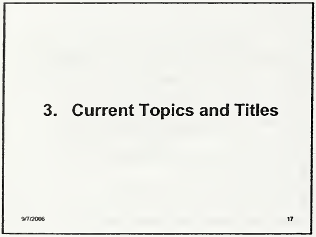
- **Reinvigorate services of the Affinity Centers**
  - Out at the Library exhibition of the James C. Hormel Gay and Lesbian Center
  - Affinity center sponsored programs and exhibitions in Centers



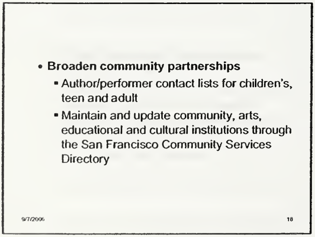
- **Enhance cultural and educational programming and exhibitions**
  - Outreach efforts to community partners
    - Proposal forms for exhibitions and programs available on website
    - New and expanded programming and exhibition partnerships



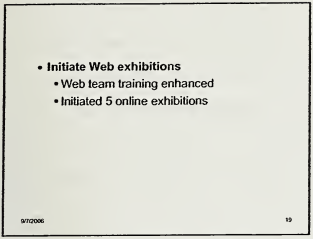
- **Increase representation at community events and street fairs**
  - Increased participation in street fairs
  - Children's and teen services outreach at community events



3. Current Topics and Titles

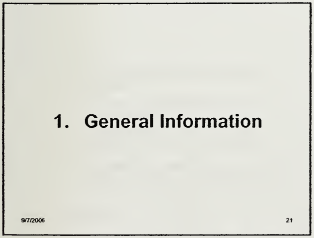


- **Broaden community partnerships**
  - Author/performer contact lists for children's, teen and adult
  - Maintain and update community, arts, educational and cultural institutions through the San Francisco Community Services Directory

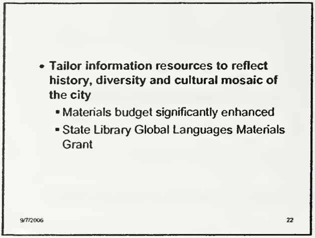


- **Initiate Web exhibitions**
  - Web team training enhanced
  - Initiated 5 online exhibitions

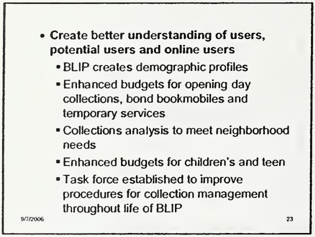
COLLECTIONS



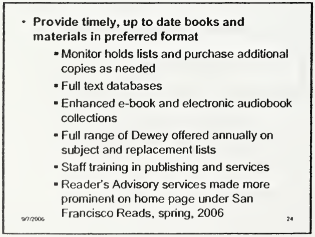
1. General Information



- **Tailor information resources to reflect history, diversity and cultural mosaic of the city**
  - Materials budget significantly enhanced
  - State Library Global Languages Materials Grant



- **Create better understanding of users, potential users and online users**
  - BLIP creates demographic profiles
  - Enhanced budgets for opening day collections, bond bookmobiles and temporary services
  - Collections analysis to meet neighborhood needs
  - Enhanced budgets for children's and teen
  - Task force established to improve procedures for collection management throughout life of BLIP



- **Provide timely, up to date books and materials in preferred format**
  - Monitor holds lists and purchase additional copies as needed
  - Full text databases
  - Enhanced e-book and electronic audiobook collections
  - Full range of Dewey offered annually on subject and replacement lists
  - Staff training in publishing and services
  - Reader's Advisory services made more prominent on home page under San Francisco Reads, spring, 2006

2. Lifelong Learning

- **Inspire library users and potential users with the joy of reading and learning**
  - Develop and maintain extensive collection in a variety of formats in an easily accessible manner
    - –New Collection Development Plan
    - –Branch collection goals
    - –Downloadable audio books
    - –Downloadable e-books
    - –Electronic databases

- Enhance collections in non-English languages
  - –Increased budget for International Languages
  - –Presidio International Languages Collection
  - –Expenditures are 8% of the budget
- Expanded collections in Affinity Centers

- **Provide Web access in non-English languages**
  - Chinese website
  - Spanish website
  - Chinese online public access catalog
- **Enhance book and materials purchasing for research and special collections**
  - S.F. History, Hormel Center, Special Collections and subject departments
  - Priorities identified in Library Satisfaction Survey

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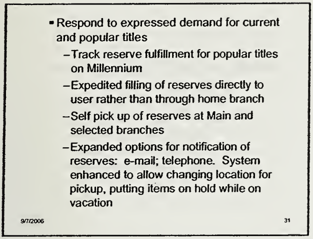
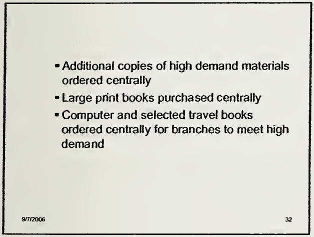
3. Current Topics and Titles

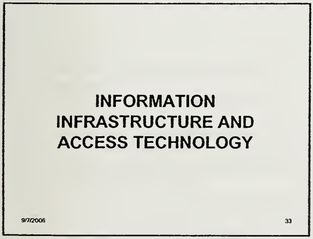
- **Ensure availability in an array of formats that are requested and needed by users**
  - Solicit community input
    - Suggest a purchase feature made more prominent on website
    - Library satisfaction survey
    - Presentations to CNL and LCAC
    - Community surveys taken in advance of BLIP community meetings



- Respond to expressed demand for current and popular titles
  - Track reserve fulfillment for popular titles on Millennium
  - Expedited filling of reserves directly to user rather than through home branch
  - Self pick up of reserves at Main and selected branches
  - Expanded options for notification of reserves: e-mail; telephone. System enhanced to allow changing location for pickup, putting items on hold while on vacation



- Additional copies of high demand materials ordered centrally
- Large print books purchased centrally
- Computer and selected travel books ordered centrally for branches to meet high demand



INFORMATION INFRASTRUCTURE AND ACCESS TECHNOLOGY

1. General Information

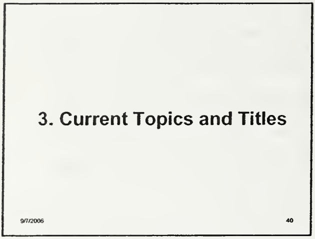
- **Develop and maintain a robust technological environment**
  - Increased network capacity and bandwidth, and improved network and workstation security
  - Cable modem broadband Internet service installed at 16 libraries
  - Public wireless service established at Main and 16 branches

- Provide remote access to users
  - Redesigned website
  - Redesigned online public access catalog
  - Courtesy e-mail alerts of overdue materials
  - Telephone notification of hold pickups and overdue materials
  - Online patron registration forms
  - WebEvent online calendar of meeting rooms and events
  - Teen web pages redesigned
  - Online exhibitions

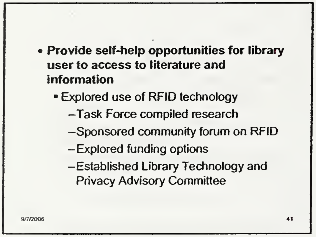
- Provide services to people with disabilities
  - ADA workstations software and hardware upgraded at Main
  - E-book and electronic audiobook collections enhanced
  - Mission Bay features state of the art ADA workstation

2. Lifelong Learning

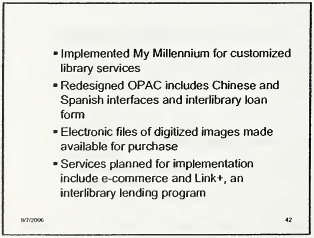
- **Facilitate public's use of technology for research**
  - Live online homework assistance for children
  - Over 40 new pathfinders developed by Main Library departments
  - Train the trainer series offered to staff to assist in public training



3. Current Topics and Titles



- **Provide self-help opportunities for library user to access to literature and information**
  - Explored use of RFID technology
    - Task Force compiled research
    - Sponsored community forum on RFID
    - Explored funding options
    - Established Library Technology and Privacy Advisory Committee

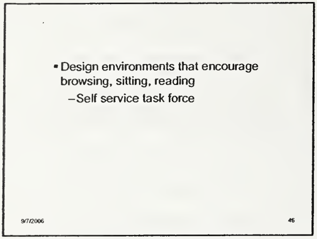


- Implemented My Millennium for customized library services
- Redesigned OPAC includes Chinese and Spanish interfaces and interlibrary loan form
- Electronic files of digitized images made available for purchase
- Services planned for implementation include e-commerce and Link+, an interlibrary lending program

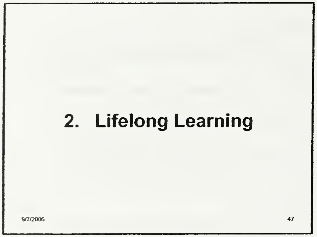
FACILITIES

1. General Information

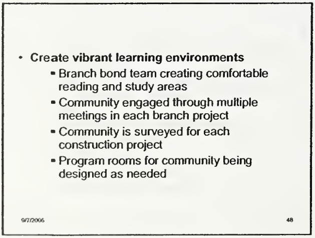
- **Renovate facilities to reflect unique character of neighborhoods and create inviting and useful place to visit**
  - **Enhance teen services**
    - All branches designed with dedicated teen space
    - Outreach done to schools, youth organizations, community centers, Recreation and Park facilities
    - Focus groups for students and parents in selected neighborhood



- Design environments that encourage browsing, sitting, reading
  - Self service task force



2. Lifelong Learning



- **Create vibrant learning environments**
  - Branch bond team creating comfortable reading and study areas
  - Community engaged through multiple meetings in each branch project
  - Community is surveyed for each construction project
  - Program rooms for community being designed as needed

3. Current Topics and Titles

9/7/2006

- **Improve ability of residents to obtain books and materials in a variety of formats in a timely manner**
  - Display shelving and cases designed for renovated and new branches
  - Main Library POE work will provide better organized and accessible collections
  - Signage standards and new signs developed for BLIP
  - Staff recommends sections developed in select locations

9/7/2006

Next Steps:

Collections and Services
Community Outreach
Information Technology
Staff Development
Facilities

9/7/2006

San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN
2003 – 2006

Approved by the San Francisco Public Library Commission
October 2, 2003

General Information: Services

1. Develop and maintain Library programs that are community-based, providing programming of interest to neighborhoods. [Goal 1]

   1.1 Expand adult programs and exhibits in the branches so residents may attend programs convenient to their home or work.

   - Communications, Collections and Adult Services division created to integrate programming and exhibitions with collection management goals. Reorganization effective July, 2004.
   - Author/performers contact list created for use by branches and Main for public programs. Contact list initiated April, 2004.
   - Part-time Museum Preparator upgraded to Curator I to support neighborhood branch exhibitions. Upgrade effective July, 2005.
   - Training and materials produced for potential program planners. Training presented January, 2004. Program planning materials posted on StaffNet, December, 2005.

     1.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

     - Community Outreach Task Force appointed in 2004. Task Force convened October – December, 2005.
     - New outreach programs initiated since 2003 identified by Task Force:
       - Asian Pacific Heritage Festival, 2006; Bernal Fiesta on the Hill, 2004-06; Excelsior Festival, 2003-2005; Glen Park Festival, 2003 -2005; March Gladness, 2004-2005; OMI Family Festival, 2005-06; Portola Merchants Fair, 2003-06; Sunset Community Festival, 2003, 2005; Sunset Moon Festival, 2005; and Visitacion Valley Fair, 2004-06.
       - Branch bookmobiles at community fairs, 2003-2006.
       - Posting of program information on Branch Bookmobiles and Library on Wheels, March 2004 – present.
       - Outreach services to Treasure Island by Project Read van, 2003 - 2006.
       - Computer classes in Cantonese and Mandarin offered at Chinatown, 2003-2006.
       - Intermediate computer classes in Spanish offered at Main, January, 2005 –2006.
       - E-mail notification about public programs expanded through outreach to non-profits, universities, bookstores and other organizations, January, 2003 -2006.
       - Shades of San Francisco extended to selected San Francisco neighborhoods: Shades of Sunset photo collection day, Ortega Branch, April, 2004; Mission Shades exhibition, Mission Branch, May, 2004; *Picture This* exhibition of four Shades neighborhoods, Main Library, September, 2005.
       - Spanish book talks presented at Mission High School (Gente y Cuentos), October, 2004-2006. To be expanded to two new schools, fall, 2006.

    - Book discussion group at neighboring senior center by Western Addition Branch, November, 2003 -2006.
  - Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
  - Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
    - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

2. Reach out to targeted audiences throughout the City to inform residents about the information opportunities provided by the Library.

2.1 Use focus groups to bring members of the public to the table to explore needs, and ways in which the Library might respond to the needs identified through this process.

- Teen Advisory Groups implemented at Branches, 2004-2006.
- Annual patron satisfaction survey revised to better determine user needs. Distributed December, 2005.

2.2 Enhance outreach services to schools (K-12), preschools and day care centers to encourage reading and love of learning in children.

- Every Child Ready to Read initiated to encourage early literacy skills; implemented spring, 2006.
- Teacher training conducted on online resources, November, 2004; October, 2005; March, 2006.
- Live homework help offered through Tutor.com at all library facilities, fall, 2003 – present
- Teen book clubs established at the Sunset Beacon after school program at Gianinni Middle School, spring, 2003.
- Collaboration between OMI Beacon Center and Excelsior and Ingleside branches and Sunset Beacon Center with Ortega branch for homework help, book talking and other services, 2003-06.

2.2.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
  - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

2.3 Enhance outreach services to adults, seniors, teens, families, persons with disabilities, residents new to the country, and areas of the City identified as low income to inform residents about the information opportunities provided by the Library.

- Exhibitions have been selected which speak to the interests of these target populations:

    - *The Long Walk to Freedom 1900-Now: Portraits of Civil Rights Activists*, January, 2003;
    - *Speak Truth to Power: Human Rights Defenders*, January, 2003;
    - *Elder Arts 2003*, September, 2003;
    - *Street Festivals of San Francisco,* May 2004;
    - *Colored Black 'n White: The Philippine-American War in American Popular Media*, August, 2004;
    - *Don't Call Me Retard: Artists Exploring What it Means to Be Disabled*, August, 2004;
    - *Choosing to Participate: Facing History and Ourselves*, January, 2005.
- Library participates monthly in Project Homeless Connect by supplying popular books and magazines for those waiting for services. Bi-monthly, November, 2004-2006.
- Deaf Services Center installed a DSL line and a video phone booth, enabling people to communicate using American Sign Language while making direct calls to deaf people or through use of a video relay service to call hearing people; completed September, 2005.
- Multilingual voicemail messages recorded for 10 branches, including messages in Spanish, Cantonese, Mandarin, Japanese and Russian; Fall, 2005- 2006.

2.3.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
    - Consultant survey and study initiated June, 2006; to be completed Fall, 2006.

2.4 Improve library services delivered to locations throughout the community, using the Library's bookmobiles and other mobile services that will benefit seniors, adults and children.

- Incorporated into the scope of the Branch Library Improvement Program, 2003

2.4.1 Incorporate into Branch Library Improvement Program interim service plan, to be developed and implemented by 2004/2005.

- Interim services plan template completed and applied on a branch by branch basis as facilities close. Includes expansion of hours at nearby branches, bookmobile service, relocation of children's programs to neighborhood locations and placement of unique collections at other branch libraries.
- Branch Bond Bookmobile service established December, 2003. Service expanded with second bookmobile, December, 2004. Third bookmobile added September, 2005.
- Presidio International Languages Collection established in the lower level of Presidio Branch to include Japanese language materials from Western Addition and Russian and Chinese materials from Richmond branch, October, 2006.
- Western Addition Reading Center established in the African American Historical and Cultural Society, October, 2006.

2.4.2 Incorporate advertising of library services on bookmobiles and other library and City vehicles. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Library program materials included on the bookmobiles, including newsletters and flyers, 2003-2006.

2.4.3 Insure that mobile services are reaching new residents from other countries, economically disadvantaged people, potential users and persons with disabilities by reviewing the demographics and target clientele where visits are scheduled by 2004/05.

- Library on Wheels and Children's Bookmobile specifically target low-income users, including daycare and senior centers. Ongoing.
- Library on Wheels quadrupled its Russian language collection and doubled its Spanish language collection, 2003-06.
- Library on Wheels expanded large print and audiovisual collections to serve people with disabilities, 2003-06.

3. Improve information resources available for the general public. [Goal 1]

   3.1 Collect books and library materials in a variety of formats relevant to each neighborhood, reflecting the history, linguistic diversity and cultural mosaic of the City.

   - Incorporated into the scope of the Collections Committee. First convened September, 2005; ongoing.
   - Materials budget enhanced each fiscal year, 2003 -04; 2004–05; 2005-06; 2006-07.
   - Chinese and Russian language materials enhanced for selected neighborhoods through State Library Global Languages Materials Grant of $100,000, 2004-05.
     - Subscribed to a Russian language newspaper and a Chinese language periodical/newspaper database, effective 2005-07.

   3.1.1 Create demographic and unique characteristics profile of users, potential users, and online users while also maintaining the Library's commitment to ensuring the privacy and confidentiality of all personal data gathered. To be implemented in 2004/2005.

   - Incorporated into the scope of the Collections Committee, 2005.
   - Demographic profiles created for selected branches undergoing renovations under the Branch Library Improvement Program (BLIP), 2003-2006. More detailed profiles created for the 6 branch applications submitted to the state for Prop 14 awards, 2003-04.

   3.1.2 Respond to outcome of 3.1.1 with ongoing collection monitoring, adjusting purchasing priorities and funds as appropriate, providing each local library with the capability to quickly respond to changes in community needs. To be implemented in 2004/2005 and annually thereafter.

   - Incorporated into the scope of the Collections Committee and OCYS, 2005.
   - Budgets created for opening day collections, bond bookmobiles and interim services for all renovations and new facilities. Ongoing.
   - Collections developed for new branches and branches undergoing renovation reflect demographic trends in the neighborhood, currently available library formats and unique neighborhood characteristics. Ongoing.
   - Preschool children and teen material budgets enhanced in conjunction with implementation of *Every Child Ready to Read* and *Supporting Successful Teens*, 2005-06.
   - Interim Services budget responds to changes in dates of closure/opening, 2003-06. Ongoing.
   - Tracking and analyzing collections enhanced by creating lists in Millennium, our Integrated Online System. Staff training opportunities increased on how to create lists and use them for specific collection development purposes. Ongoing.
   - BLIP Collection Development Task Force meets bi-monthly or quarterly to discuss and recommend ongoing improvements to collection development during closings and openings of branches. Ongoing.

3.2 Remain a state-of-the-art information center providing timely and up-to-date books and materials in the format preferred by individuals.

- Incorporated into the scope of the Collections Committee.
- Collection Development Office and OCYS monitor holds lists and purchase extra copies as required. Ongoing.
- Full-text databases added to collection. Ongoing.
- E-mail option to recommend purchases placed in more prominent location on SFPL web site, 2004. E-mail purchase suggestions from users increased to an average of about twenty per day, 2006.
- Featured lists of new books and media launched, spring, 2006.
- Materials added to catalog at time of order (excluding audiovisual materials); branches, 2004; Main Library, 2005.
- E-Book collections and electronic audio book collections enhanced, 2004-05.
- Marcive, the automatic loading of MARC records for federal government documents, installed; first records loaded June, 2005.
- Full range of subject/ replacement materials selection lists offered annually to branches to replace lost titles and provide new editions more quickly, and to meet the need of branch collections when branches reopen after renovation or open after new construction. Effective 2004-05 and ongoing.
- Reader's Advisory services made more prominent on home page under San Francisco Reads, spring, 2006.

3.2.1 Enhance professional growth opportunities for staff training to keep current and identify new trends in publishing and services. To be incorporated into annual staff training plan beginning with 2004/2005.

- Assigned to Human Resources.
- Staff attended annual conferences to keep current in publishing trends, including Book Expo America, Internet Librarian, American Library Association, Public Library Association, California Library Association, Children's Literature New England, Reading the World Conference and the Guadalajara Book Fair. Ongoing.

4. Improve access to information and collections by developing and maintaining a robust technological environment. [Goal 1]

4.1 Install wireless capabilities in library facilities so residents may use library services with their own computing devices, in addition to providing plug-in access.

- An Information Technology division was created through library reorganization to facilitate infrastructure and access technology. Effective 2004/2005.

4.1.1 Create a secure and robust network environment that is safe for users and staff that provides for use of wireless devices by June 2005.

- Telecommunications Network Redesign increased network capacity and bandwidth and improved network and workstation security. Implemented 2004-2005.
- Cable modem broadband Internet service installed at Mission, Eureka Valley, Chinatown, Presidio, Parkside, Sunset, Excelsior, Ingleside, Bayview, Anza, Visitación Valley, West Portal, Ortega, Merced, Glen Park branches and Main Library, 2004-2006.

4.1.2 Provide wired and wireless devices for in-library use, thus increasing the technological capacity for accessing library services. To be implemented in 2005/2006.

- Assigned to Public Service Team and Information Technology Division.
- Information Technology Division's 2005-06 plan included purchase of network equipment and wi-fi access points to support staff wireless at 18 library locations and public wireless at ten library locations.
- Wireless access trial service for the public established on the fourth floor of the Main Library, May, 2004.
- Full wireless access for the public offered throughout the Main Library, effective April, 2005.
- Wireless access for the public implemented at Mission, Park, Presidio, Bayview, Anza, Visitacion Valley, January, 2005; Eureka Valley and Chinatown, March, 2005; Excelsior, June, 2005; Parkside and Ortega, August, 2005; Merced, November, 2005; Ingleside, May, 2006; Mission Bay, June, 2006; Golden Gate and North Beach, July, 2006.
- Wireless access for staff implemented at Richmond, December, 2004; Parkside, Ortega and Merced, December, 2005; Main Library, 2005; Mission Bay, March, 2006; 190 9th Street, Chinatown, Presidio, May, 2006.

4.1.3 Explore staff use of emerging technologies, such as headsets and hand-held devices, to enhance public service opportunities. Develop recommendations by January 2005.

- Assigned to Public Service Team, Technology Users Group and RefNet.
- Researched and found that technology not currently available to bring catalog and library resources to mobile devices.

4.2 Provide remote access to library services, including information resources and materials, so residents may use the Library from their home or office anytime day or night.

- Re-designed SFPL website; launched July, 2003.
- Re-designed Online Public Access Catalog; launched November, 2004.
- Reserves system enhanced to allow patron to change pickup location and freeze reserves while on vacation, spring, 2006.
- Featured lists of new books and media launched, spring, 2006.
- Courtesy notices, which alert users of items due in a couple of days, launched February, 2006.
- Telephone Notification Service (TNS) alerting patrons of hold pickups and overdue materials, implemented March, 2006.
- WebBridge, which provides links from within the online catalog to external resources, launched January, 2006.

4.2.1 Continue to develop services for electronic users and potential online users by making all procedures to access library services available in an electronic format. Services will include but are not limited to online library forms (homebound, library card application, suggestion form, and comment form) so that services provided within library facilities are also fully available to online users. To be completed by June 2004.

- Assigned to Public Services Team and Information Technology Division, 2004-05.
- Homebound module used for creating reading lists for Books by Mail patrons implemented, 2004.
- Self-Service Task Force established to examine, explore and recommend technologies and other products and services that would expand and enhance library users' self-service options, July, 2005.
- Millenium Online Patron Registration module purchased, January, 2006. To be implemented 2006-07.
- Millenium E-commerce options explored, 2006. To be implemented 2006-07.

4.2.2 Continue to develop the Library's website as the primary means of electronic access to information in order to ensure quick and easy retrieval of resources.

- Assigned to Public Services Team and Information Technology Division, 2004-05.
- Information Technology division created a web services unit, 2004-05.
- WebEvent, an online calendar system for staff and public, launched August, 2005.
- Teen web pages redesigned, August, 2005.
- Staff intranet (StaffNet) undergoing reorganization and redesign, 2006.
- Online exhibitions introduced: 125th Library Anniversary, June, 2004; *Amusing America*, September, 2004; *Picture This*, September, 2005; *Out at the Library*, June, 2005; *Reversing Vandalism*, February, 2005.

4.2.3 Remain diligent in insuring that persons with disabilities have access to all collections and services.

- Assigned to Public Services Team, Access Services and Information Technology Division.
- ADA workstation software in the Main Library upgraded and added to the public PC booking and timeout system; completed April, 2005.
- ADA accessible CPU's and software were updated; completed May, 2005. Upgrades for monitors and other assistive technology is budgeted / planned for 2006-07.
- E-Book collections and electronic audiobook collections enhanced, 2004-05.
- The new Mission Bay Branch Library features an up-to-date ADA workstation which will serve as a model for other renovated branch libraries. Assistive technology includes a wheelchair-accessible push-button, adjustable-height table that holds a state-of-the-art CCTV (a device that scans and enlarges print text on a screen for people with low vision) and a computer with a large monitor, a large-type keyboard and ZoomText software (providing text enlargement and simple screen-reader technology for people with low vision.) Opened July, 2006.

5. Renovate facilities to reflect the unique characteristics of the neighborhoods they serve and to enhance the library as an inviting and useful place to visit. [Goal 1]

5.1 Enhance teen services, a recognized age group that is currently underserved, by creating unique physical spaces in appropriate library facilities.

- Assigned to the Office of Children and Youth Services (lead), the Branch Bond Team, and the Community Outreach Task Force.
- This is being accomplished on a branch by branch basis.
- All branches designed with dedicated teen spaces, including increased collections, space and visibility; to date: Bernal Heights, Excelsior, Glen Park, Ingleside, Marina, Mission Bay, Noe Valley, Portola, Richmond, Sunset, West Portal, and Western Addition. Ongoing.

5.1.1 Engage the community, particularly teens, in the local neighborhood to gather input as part of the community needs assessment for the degree of emphasis for teen services in their local library facility. To be completed prior to facility renovation.

- Assigned to the Branch Bond Team, the Office of Children and Youth Services, and the Community Outreach Task Force.
- Outreach done to Boys and Girls Clubs, neighborhood Beacon Centers, Recreation and Park facilities, YMCA and schools, Excelsior Youth Center and AIM High School. Ongoing.
- Teen Advisory Council members invited to attend BLIP community meetings. Ongoing.
- Community meeting held in Martin Luther King Middle School in Portola neighborhood to determine user needs for new libraries, January, 2003.
- Focus groups for students and parents conducted at Thurgood Marshall High School for Portola and Bayview and at Martin Luther King Middle School for Portola.

5.2 Design environments that encourage a positive physical experience to browse, sit, read and study.

- Assigned to the Branch Bond Team
- COB staff established standards for furniture and signage.

5.2.1 Establish a staff task force to develop system-wide guidelines for creating a positive experience for library users across the system (coordinate with 17.2.1). Guidelines to be implemented by January, 2005.

- Self-Service Task Force established to examine, explore and recommend technologies and other products and services that would expand and enhance library users' self-service options, July, 2005.
- Self-Service Task Force developed RFP for upgraded self-check equipment for purchase. Issued April, 2006.
- Demonstrations and interviews held with top ranking vendors, June, 2006.
- Final selection contract negotiations to be held July, 2006.

5.3 Develop long term facility maintenance plan by November 2003 for implementation in 2004/2005.

- Assigned to the Branch Bond Team and Director of Operations.
- Facilities maintenance needs projections summarized, November, 2003.

6. Provide opportunities for library users to learn how to use the Library's catalog, databases and Internet resources, and to develop their research and computer skills. Emphasize responding to the needs of special population groups, as appropriate. [Goal 2; Goal 3]

6.1 Ensure that persons with disabilities have easy access to information by upgrading ADA-compatible workstations as new technology becomes available, as well as designing online access to library resources for persons with disabilities.
- Assigned to Information Technology Division and Access Services (lead).
- ADA workstation software in the Main Library upgraded and added to the public PC booking and timeout system. Completed April, 2005.
- ADA accessible CPU's and software updated. Completed May, 2005. Upgrades for monitors and other assistive technology and furniture is budgeted / planned for in 2006-07.
- E-Book collections and electronic audiobook collections enhanced, 2004-05.
- BLIP projects will continue to address this need on a case-by-case basis. The new Mission Bay Branch Library features an up-to-date ADA workstation which will serve as a model for other renovated branch libraries. Assistive technology includes a wheelchair-accessible push-button, adjustable-height table that holds a state-of-the-art CCTV (a device that scans and enlarges print text on a screen for people with low vision) and a computer with a large monitor, a large-type keyboard and ZoomText software (providing text enlargement and simple screen-reader technology for people with low vision.) Branch opened July, 2006.
- Excelsior Branch Library equipped with ADA compatible furnishings; reopened July, 2005.

6.2 Provide focused training opportunities to support the development of technology skills of seniors. Develop partnerships with community and civic groups to facilitate and broaden the array of training opportunities available for seniors. To begin by June, 2004 and become ongoing thereafter.
- Training managed by Information Services and Chief of Branches.
- Ocean View offered computer training in second floor lab and works with the community to provide relevant technology training to a variety of age groups, 2004-present.
- Chinatown presented SeniorNet computer training for seniors, funded by a grant from the Friends of the Library, 2004-2006.
- Excelsior began computer training for seniors, 2006.
- Information Services monthly catalog and Internet classes are comprised of many seniors. Special training sessions have been set-up for senior groups. Ongoing.

6.3 Continue to train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.
- Assigned to Staff Development Committee, RefNet, Adult Services Meetings and Human Resources (HR will research and develop training with input from these stakeholder committees).
- Human Resources training staff works with staff training committee, IT training Coordinator, City Human Resources training staff, Department

of Public Health employees, and others to maintain a varied core group of ongoing classes and workshops while also developing new training opportunities to meet newly identified training needs; ongoing.

- The Library Quarterly Training Schedule now offers nearly 50 training opportunities every quarter. Increased number of Health & Safety sessions offered, including Anger Management, Stress Management and Difficult Customer workshops, 2004-06.
- New Infopeople training offered, including Survival Skills for First Time Library Supervisor, Library Supervisors Tips and Tricks, and daylong sessions on online search techniques, online reference sources, conflict resolution, and Survival Spanish for Library Staff; 2004-06.
- Infopeople offered a new long-term Library Leadership series, commencing July, 2006.
- Harassment Prevention workshops mandated by State law presented by Department of Human Resources, with additional sessions offered to non-supervisors, 2005-06.
- New supervisory training developed by Department of Human Resources. To be implemented 2006-07.
- City University, a partnership with the City, City College, San Francisco State University, the Chamber of Commerce, and other organizations and institutions, to offer management, business, communications and other courses. Program created Spring, 2006; courses for library employees offered through San Francisco State University's downtown campus, Summer, 2006; ongoing.
- Greater Bay Area library training coalition offered a variety of opportunities, including the Future of Libraries conference, September, 2005; a diversity workshop on how to better work with people of all ages in our multi-generational workplace, January, 2006; and a Support Staff training day, Spring, 2006. A second Future of Libraries conference is scheduled for Fall, 2006 at SFPL.

7. Improve collaboration and communication with educational institutions and preschools to position children and young adults for school and life success. [Goal 2]

7.1 Create learning opportunities for educators and students to incorporate comprehensive instruction on using library resources, including books and materials, and in all formats.

- Assigned to the Office of Children and Youth Services.

7.2 Expand library outreach programs with San Francisco Unified School District to incorporate new partnerships in learning and reading among the youth in the City.

- Assigned to the Office of Children and Youth Services
- Major exhibitions incorporating comprehensive outreach efforts to schools included *Long Walk to Freedom,* January – March 2003 and *Choosing to Participate,* January – March, 2005; the citywide reading program *One City One Book* also incorporated school outreach strategy, September-October, 2005 and September-November, 2006.
- SFUSD teachers attended classes on library resources for students, including online homework help, electronic databases, GLBT Center and S.F. History, November, 2004; October, 2005; March, 2006.

7.2.1 Create cooperative agreements with key schools to more fully integrate lifelong learning opportunities for children and youth. To be completed by January 2005.

- Assigned to the Office of Children and Youth Services.
- Four cooperative agreements reached between the following branch libraries and schools for purposes of Prop 14 applications: Ingleside (Aptos Middle School); Ortega (A.P. Giannini Middle School and Sunset Elementary School); Portola (Martin Luther King Middle School and E.R. Taylor Elementary School; and Visitacion Valley (Visitacion Valley Middle School and Visitacion Valley Elementary School), which will be used as templates for additional agreements; completed January, 2004
  - In fulfillment of Family Literacy support agreement, the Library implemented Every Child Ready to Read, April, 2006.
  - For Homework Help, the Library provides designated space and resources, including online and live tutoring; Schools will promote program and the Library goal of all students acquiring library cards; both agencies will collaborate on parent programs, volunteer training and orientation for parents and school staffs.

7.2.2 Enrich the content of formal education by supporting class visits to library facilities as well as library staff regularly visiting classes at strategic times during the school year. Outreach strategy to be developed and implemented by fiscal 2004/2005.

- Assigned to the Office of Children and Youth Services.
- 1654 classes totaling 32,190 students visited the library; children's and teen librarians visited 961 classes, totaling 31,412 students; completed 2003-04.
- 1614 classes totaling 31,742 students visited the library; children's and teen librarians visited 1317 classes, totaling 34,830 students; completed 2004-05.
- 1,487 classes totaling 31,984 students visited the library; children's and teen librarians visited 1,191 classes, totaling 36,703 students; completed 2005-06.
- Number of students reached increased by 16.8%, 2003-06.

8. Improve programs and services for residents for whom English is not their native language. [Goal 2; Goal 3]

8.1 An overall system-wide outreach strategy will be developed by staff and administration that will provide the umbrella structure to enable staff at each library facility to implement targeted programs and services to respond to the needs of residents in their neighborhood for whom English is not their native language. Outreach strategy to be developed and implemented by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Computer classes in Cantonese and Mandarin offered at Chinatown, 2003- present.
- Intermediate computer classes in Spanish offered at Main, January, 2005 -present.
- External translation services added to increase amount of materials offered bilingually, effective 2004-05.
- Spanish book talks presented at Mission High School (Gente y Cuentos), October, 2004-2006. To be expanded to two new schools, fall, 2006.

- Voice/phone system offered in Spanish, Cantonese, Mandarin, Japanese and/or Russian in 10 branch libraries, effective fall, 2005. Ongoing.

9. Provide opportunities for residents to attend and participate in a wide variety of library programs designed to contribute to the individual learning experience. [Goal 3]

9.1 Document the history of San Francisco by expanding community history collections celebrating the uniqueness of neighborhoods. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Incorporated into the scope of the San Francisco History Center.
- Shades of San Francisco extended to selected San Francisco neighborhoods: *Shades of Ocean View*, August, 2003; *Shades of Sunset* photo collection day, Ortega Branch, April, 2004; *Shades of Mission* exhibition, Mission Branch, May -September, 2004; *Picture This* exhibition of four Shades neighborhoods, Main Library, September - December, 2005.
- San Francisco History Center hosts multiple small exhibitions on topics of historical interest to the city at large: *Driving San Francisco*, July-August, 2003; *Harvey Milk, 1930-1978,* November, 2003-January, 2004; *November 1978: Moscone, Milk & Jonestown*, November, 2003-January, 2004.
- *Remembering Harvey Milk* exhibit on display at Eureka Valley/Harvey Milk Memorial, November, 2003-January, 2004.
- *Digging Deep* exhibition in Main's Grove Street foyer tells history of site of Main Library; opened June, 2004.
- Branch history panel displays created for 13 branches as part of 125th anniversary celebration, June, 2005.
- Multiple 1906 Centennial programs and exhibitions presented at Main, March-April, 2006.
- Bernal Heights co-sponsored historic neighborhood photographs and maps display, April, 2005.
- Inventory of neighborhood newspapers in San Francisco History completed, 2004-05. Developing plans for long-term preservation and indexing.
- Mission Bay archaeological history exhibition opened July, 2006.

9.2 Enhance the availability of neighborhood photographic archives by digitizing the photographs and making the collections available through the Library's online catalog.

- Ongoing project of Information Technology Division and San Francisco History Department.
- An additional 2,625 photos have been added to the online database of historical photographs, January, 2003 – July, 2006.
- New photo scanning service for patrons to purchase historical photos implemented; S.F. History completed 551 scan orders for this new service, with a total of 1,904 photos provided to the public, January 2003 – July, 2006.
- *Picture This*, *Family Photographs of Everyday San Francisco*, an online exhibition of neighborhood photographic archives, includes 150 images drawn from a collection of photographs shared by community members from the Western Addition, Ocean View/Merced/Ingleside (OMI), Mission and Sunset neighborhoods; September, 2005 – present.
- Neighborhood Branch Libraries' history documented through two online historical exhibitions created as part of the Library's 125th Anniversary celebrations: The *Library Timeline* presents a history of the San Francisco Library system from 1877 through the

2004; the *Then & Now Photo Scrapbook* features historical and contemporary photographs of the Branch Libraries; April, 2005 – present.

- Co-sponsored *Amusing America*, the premiere exhibition of the San Francisco Museum and Historical Society at Pier 45 on Fisherman's Wharf, with support from the California State Library; August, 2004 - present. SFPL exhibited online version, September, 2004-present.

9.3 Expand in-library programs and events such as book talks, book groups, story hours, literacy training, and job fairs to increase personal learning and growth opportunities for library users. Outreach strategy to be developed and implemented by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- New and ongoing library programs offered in branches and Main, 2003-06; programs included trainings, lectures, panel discussions, author readings, exhibition opening programs, films, book clubs and reading groups and more.
    - Number of adult programs offered in branches and Main was 801 programs 2003-04; 1,059 programs in 2004-05; and 820 programs in 2005-06.
    - Attendance at programs was 34,271 in 2003-04; 37,554 in 2004-05; and 33,604 in 2005-06.
- New and ongoing children's and teen programs offered in branches and Main, 2003-06; programs included story times, media programs, lectures, author events, science events, musical and other cultural events.
    - Number of children's and teen programs offered in branches and Main was 3,041 programs in 2003-04; 3,380 programs in 2004-05; and 3,994 in 2005-06.
    - Attendance at children's and teen programs was 103,516 people in 2003-04; 112,759 in 2004-05; and 116,114 in 2005-06.
- Library sponsored City-wide reading program One City One Book; June- November, 2005 and 2006.
- Library sponsored City-wide reading program On the Same Page; monthly, ongoing from November, 2005.
- The Public Training Program coordinated by the Information Services unit of the Main Library offered three new classes, Intermediate Word, Advanced Searching of Subject Databases and Beginning E-mail, in addition to ongoing classes. Attendance increased by 16%, 2005-06.

9.4 Enhance and maintain the depth of Main Library research and special collections to assist researchers and identify other collections that are of interest to significant segments of the community.

- Assigned to the Office of the Chief of Main Library
- Budgets enhanced for San Francisco History, Special Collections and Hormel Center as well as subject units, 2005-06 and 2006-07.
- Main Library subject units will purchase enhanced materials in 2006-07 in areas identified in the Library Satisfaction Survey, November, 2005.
- Most of Main collections were analyzed by a software program of OCLC, 2003-04 & 2004-05 and earlier.
    - Analysis will be used to help maintain depth of the collections, 2006-07 and beyond.
    - Results of analysis to be incorporated into the updated Collection Development Plan, to be completed 2006-07.

9.5 Affinity centers were developed as part of the Main Library service program in the early 1990's in recognition of the diverse community that we serve and to provide collections and services that are of great interest to specific segments of our community. In order to build on the initial foundation and current programming of the centers, reinvigorate and further develop collections and programming integral to the Affinity Centers in the Main Library. Engage scholars, community members, donors and other stakeholders to develop a vision statement and service plan for each center.

- Assigned to the Office of the Chief of Main Library.
- Worked cooperatively with the Friends of the San Francisco Public Library to support this effort, 2003-06.
- Exhibitions and programming staff worked closely with Affinity Center managers to sponsor programs, exhibitions and provide outreach to the public, 2003-06.
- *Out at the Library: Celebrating the James C. Hormel Gay & Lesbian Center* exhibition represented the most in-depth curating of the Hormel collection for public viewing since the inception of the Center; on view at Jewett Gallery and James C. Hormel Center, Main Library and Eureka Valley/Harvey Milk Memorial Branch Library, June- October 16, 2005; *Out at the Library* online exhibition on view www.sfpl.org, 2005- present; *Out at the Library* traveling exhibition on view at Lesbian Gay, Bisexual & Transgender Community Center, New York, NY, Feb. 23-April 25, 2006; Provincetown Public Library, Provincetown, MA., May 10-June 8, 2006; Atlanta-Fulton Central Library, Atlanta, GA, June 21-Sept. 7, 2006; Swarthmore College Library, Swarthmore, PA, Sept. 25-Nov. 3, 2006.
- Highlights of smaller exhibitions sponsored in the Affinity Centers included (partial list): *One Black Day – My Race, my Grace; Envisioning the Classics with Color: The African American Shakespeare Company; Peace Corps In Africa; Why We Celebrate: Black GLBT Pride; Black Artist Impressions of Fatherhood; Dorothy Starr Music Collection; We Love You Alice B. Toklas; The Art of Photocollage; Ballet Mori & More; Chinese Painting and Calligraphy by Wang Huiqi; Photographic Showcase of Inner Mongolia and Northeastern China; Unsung Opera: Chinese Opera in the US; Filipino Heroes; Book Exhibition: Donation by Fidel V. Ramos, former president of the Philippines; Alcala Legacy; Rick Rocamora; Jose Rizal exhibit; Unfurling Pride: Gilbert Baker's Rainbow Flag turns 25; Reversing Vandalism: Destroyed Books turned into Art; Queer Movie Poster Show; Out at the Library; Min-Sok: Korean Heritage in San Francisco; The 1944 Warsaw Uprising; United Nations 60th Anniversary; Hetch Hetchy; From Scotland to the Sierra: The Life of John Muir.* On display in Affinity Centers, 2003-06.
- Collaborated with many local organizations, 2003-06 (see partial list in 10.1).
- Collections in various Affinity Centers have expanded. The Chinese Center purchased bilingual dictionaries and encyclopedias, works in English on Chinese medicine, art, history & religion. The Filipino Center has added books on the modern history of the Philippines, the Filipino American experience, materials in Tagalog & other languages spoken in the Philippines, and a series of titles published in the Philippines donated by the President of that country. The Stegner Center has added more San Francisco Bay Area & California environmental magazines and circulating titles on practical ways to help the urban environment. The Hormel Center increased circulating titles on transgender issues, teen sexuality and the history and culture of the gay community. The African American Center has added titles on the history of African Americans in San Francisco Bay area and California, biographies on prominent and little known African Americans, histories of African countries and the trends in immigration. Suggestion forms filled out by patrons using the Centers for titles not included in the collections have

influenced this expansion. Local organizations and performers who have collaborated with the Centers have also donated titles or money for the collections. 2003-2006.

10. Continue to enhance programs that support the Library's role as a clearinghouse for cultural and educational programs, events and exhibitions. [Goal 5]

10.1 Ensure that San Franciscans are aware of the full array of library collections and services available by expanding the Library's outreach strategy throughout the City and in collaboration with selected partners in the community.

- Incorporated into the scope of the Community Outreach Task Force.
- Exhibition proposal forms were made available online on Library's website, September, 2003.
- Program proposal forms were added on Library's website, April, 2006.
- Program proposal form to be available on web January 2006.
- **Programming Partners 2003-2006** (partial list)**:** African American Cultural & Historical Society; Afro Solo Theater Company; American Conservatory Theatre; American Institute of Architects, SF; Animundi Dance Company; Asian Art Museum; Asian Pacific Islanders Legal Outreach; Bay Area Friends of Tibet; Bay Area Video Coalition; Book Club of California; California Center for the Book; California Council for the Humanities; California Historical Society; City Lights; Committee for Human Rights in the Philippines; Committee of 100 for Tibet; Copper Canyon Press; Deaf Visual & Performing Artist; Early Recorded Sound Archives; Earth Island Institute; Exploratorium; Flying Angels Chinese Dance Company; Frameline; Half n' Half: Adult Children of Deaf Parents; Healthy Peoples Library Project; Heyday Books; Iconoclast Black Films; Irish Arts Foundation; ITVS: Independent Television Service; Jewish Music Festival; Kearny Street Workshop; Kundirana Filipino Dance Company; KQED; Lambda Literary Awards; Litquake; LYRIC; ManilaTown Heritage Foundation; Mei Lan-fang Society; Multicultural Music Fellowship Harp Musicians; National Asian American Telecommunications Association; National Poetry Association; New College of California; NORCAL; Northern California Independent Booksellers Association; Poetry Flash; Poets for Peace; Polish Arts & Culture Foundation; Project Bandaloop Dancers; Public Utilities Commission; Robert Moses Kin Dance Company; San Francisco Ballet; San Francisco Center for the Book; San Francisco Department of the Environment; San Francisco Department of Recreation and Parks; San Francisco Dyke March; San Francisco Opera Guild; San Francisco Poetry Center; San Francisco Writers Grotto; Tibetan Youth Congress; Taipei Economic and Cultural Foundation; Wells Fargo Bank; William Saroyan Literary Foundation International; The Working Group; ZYZZYVA, SFUSD; Bay Area Discovery Museum; California Academy of Science; Center for the Art of Translation; Children's Book Press; Hear of the Forest Renaissance Faire; Mission Learning Center; River of Words; SF Chamber Orchestra; SF Giants; SF 49'ers; SF Zoo; Word for Word Performing Arts Company; World Arts West; Young Audiences of Northern California; Zeum; SFUSD Youth Arts Festival; Week of the Young Child; Jing Mo Athletic Association; California Pacific Medical Center - Pediatric; Kaiser Hospital – Pediatric; UCSF Medical Center – Pediatric; Cultural Service of the French Consulate of SF; San Francisco SPCA; Marine Mammal Center; USF School of Education; Writerscorps; LYRIC; Colored Ink of Brava Theater; Community Network for Youth Development; GSA Network; Bay Area Video Coalition

  Exhibitions Partners 2003-2006 (partial list): African American Shakespeare Company; Beach Blanket Babylon; The Caxton Club of Chicago; Chinese Consulate General of San Francisco; City College of San Francisco; Community Works; Creativity Explored;

Eldergivers; European American Issues Forum; Facing History and Ourselves; Friends of Calligraphy; GLBT Historical Society; S.F. Gay Men's Chorus; Hand Book Binders of Northern California; John Muir Trust of Scotland; Kearny Street Workshop; Korean Institute; Leather Archives of America; Mexican Consulate; National Steinbeck Center; NCCIL (National Center for Children's Illustrated Literature); Pacific Center for the Book Arts; Peace Corps; Sanitary Landfill Company; San Francisco Department of Parks and Recreation; San Francisco Planning and Urban Research Association; SITES (Smithsonian Institution Traveling Exhibition Services); Sixth Street Photography Workshop; Umbrage Editions; United States Holocaust Memorial Museum; Visual AID; Voices and Visuals; El Dia de los Ninos Rooftop School Little Star Preschool; Pam Munoz Ryan manuscripts and illustrations for the Effie Lee Morris Lecture; Center for the Book; River of Words; SF Dental Society; Feather Boa Group (authors and illustrators)

Organizational Partners 2003-2006 (partial list): American Association of Museums; Arts Education Roundtable; California Association of Museums; Cultural Connections – Northern California Museum Educators; GLBT Historical Society

10.1.1 Establish a staff task force to develop guidelines and specific targets for expanding outreach with a focus on reaching new residents from other countries, economically disadvantaged people, and persons with disabilities. Outreach strategy to be developed and implementation begun by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
  - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

10.1.2 Increase representation at street fairs and other community events to encourage neighborhood involvement and to promote library services throughout each year. Incorporate into outreach strategy to be developed and implementation begun by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Children's and Teen Services participated in Preschool Preview Night, September, 2005; El Dia de los Ninos, April 30, 2005; Family Day, October, 2005; Zoo Fest, June, 2006; Youth Arts Festival, June, 2006; SFUSD Child Care Resource Fair, PUC Halloween Faire, October, 2005; Salvation Army Back to School Event, August 13, 2005; Young Women's Conference, November, 2005; SHPD ExCel After School Program, August, 2005; City Hall Arts Resource Fair, August, 2005; Summer Resource Fair, March, 2006; Week of the Young Child event, April, 2006.
- Increased participation in neighborhood street fairs: Asian Pacific Heritage Festival, 2006; Bernal Fiesta on the Hill, 2004-06; Excelsior Festival, 2003-2005; Glen Park Festival, 2003 -2005; March Gladness, 2004-2005; OMI Family Festival, 2005-06; Portola Merchants Fair, 2003-06; Sunset

Community Festival, 2003, 2005; Sunset Moon Festival, 2005; and Visitacion Valley Fair, 2004-06.

- Project Read participated in Juneteenth Festival, 2003, 2004, 2004; Sunset Community Festival, 2003, 2004, 2005; and Bernal Fiesta on the Hill, 2003, 2004, 2005.
- Children's bookmobile and Branch Bond Bookmobiles outreach to street fairs, parades and other events.
- Participated in Pride celebration with Out at the Library/Hormel Center booth, June, 2005.

11. Inspire library users and potential users with the joy of reading and learning as core values. [Goal 3]

11.1 Support the individual learning experience by developing and maintaining an extensive collection of books and library materials in a variety of formats on a wide array of topics in an easily accessible manner.

- Assigned to the Collection Development Office (CDO), Office of Children's and Youth Services (OCYS) and the Public Service Team.
- The Collections Committee convened to re-write Collection Development Plan, September, 2005 –present.
- Established branch collection goals as part of opening day collections for branches participating in BLIP; ongoing.
- Added downloadable audio books from Recorded Books, January, 2006.
- Added downloadable eBooks to the existing collection of eBooks, April, 2006.
- Added a large collection of computer technology eBooks, January, 2006.
- Added electronic databases, 2003-2006.
    - Databases added in 2005-2006: Library, Information Science & Technology Abstracts (LISTA), May, 2006; Fiction Connection, March 2006; MARC records for all full-text electronic journals, January 2006; GLBT Life with Full Text, Novelist, Novelist K-8, December, 2005; Ancestry Library Edition, HeritageQuest Online, ALLDATA Online, November, 2005; Qikan Chinese Magazines, Eastview Central Russian Newspapers, August, 2005.

11.1.1 Establish collection goals to reflect the outcomes generated from 15.1.1 and ongoing community input at the local level that is included in the community needs assessment (15.1.2). To be ongoing beginning in fiscal 2004/2005.

- Assigned to the Collections Committee, CDO, OCYS and the Public Service Team.
- Collection Development Plan Task force convened to update Collection Development Plan and establish collection goals, July, 2005 - present.
- Library Satisfaction Survey targeted collection evaluation; December, 2005 – January, 2006.
- Tracking and analyzing collections enhanced by creating lists in Millennium, our integrated online system (ILS). Staff training opportunities increased on how to create lists and use them for specific collection development purposes. Ongoing.
- BLIP Collection Development Task Force meets bi-monthly or quarterly to discuss and recommend ongoing improvements to collection development during closings and openings of branches. Ongoing.

11.1.2 Enhance the collections of materials that reflect the linguistic goal of 10% of book and materials collection budget dedicated to books in languages other than English. This goal is driven by detailed analysis of demographic make-up of each neighborhood. Develop a strategy in 2003/2004 to reach this target in 2005/2006.

- Assigned to the Collections Committee and the Public Service Team.
- Budget for international languages increased, 2004-2005; 2005-2006; 2006-07.
- Chinese and Russian language materials enhanced for selected neighborhoods through State Library Global Languages Materials Grant of $100,000, 2004-05.
    - Subscribed to a Russian language newspaper and a Chinese language periodical/newspaper database, effective 2005-07.
- Demographic profiles created for each of the branches undergoing renovations under the Branch Library Improvement Program (BLIP), 2003 - present. More detailed profiles created for the 6 branch applications submitted to the state for Prop 14 awards, 2003 - 04.
- Presidio International Languages Collection established in the lower level of Presidio Branch to include Japanese language materials from Western Addition and Russian and Chinese materials from Richmond branch; October, 2006.
- Expenditures in non-English languages for books and audiovisual materials were $517,077 and for non-English databases were $31,300 for a total of 8% of budget, 2005-06.

11.1.3 Continue to develop access to Library website in Spanish and Chinese and plan for access in Russian, Japanese and other languages.

- Assigned to Information Technology Division.
- Launched a Chinese version of the website, July, 2003.
- Launched a much improved Spanish version of the website, July, 2003.
- Launched a Chinese version of the online public access catalog, September, 2003.
- Unable to implement Russian or Japanese web pages at this time due to lack of availability of bibliographic records in Cyrillic and Japanese characters.

Lifelong Learning: Information Infrastructure and Access Technology

12. Facilitate the public's ability to effectively use new materials and technologies to enhance research skills and stay abreast of trends in the delivery of information. [Goal 2]

12.1 Provide expanded technology opportunities for self-directed learning.

- Assigned to Information Technology Division for infrastructure support and access.
- Assigned to Human Resources for programs.

12.1.1 Ensure that the Library's technological infrastructure and systems support the development of a comprehensive online learning environment in a variety of subject areas and incorporating the highest attainable quality of learning aids such as online tutorials, pathfinders, webcasts, and/or web links to tutorials in a variety of subjects that will facilitate users access and learning. To begin by June 2004 and ongoing thereafter.

- Live homework assistance for children, grades 4-12, in math, science, English and social studies provided through Tutor.com's Online Homework Help program, 2003-2006.
- Assistance provided in Spanish as well as English for math and science, 2003-2006.
- Usage grew 491% in three years, with over 3,000 students utilizing the service in 2003-2004, 8,000 students utilizing the service in 2004-2005, and 14,744 students benefiting in 2005-06.
- Over 40 new pathfinders developed on Main Library department web pages, such as SF Archives and Manuscript Collections, Bay Area Musicians and Performing Artists Index, The Irish and Irish Americans: Selected Resources, Common Law Trademark Sources, Finding Jobs and Careers on the Internet, Find Out! Resources for LGBT, Queer and Questioning Teens. 2003-06.
- The Reference Committee developed a pathfinder template, spring, 2006.

12.2 Expand the Library's program of instruction to include subject-specific topics.

- Assigned to Staff Development Committee, RefNet, Information Services (as coordinator of public training), Media Services and Human Resources (HR will research and develop training with input from these stakeholder committees)

12.2.1 Train staff in instruction techniques and subject-specific topics and provide the technological infrastructure and systems to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

- Assigned to Human Resources.
- Infopeople's Training the Trainer series offered along with more focused sessions on topics including teaching library patrons to use Microsoft Word. Subject-specific courses through Infopeople included "Consumer Health Online," "Helping a Library User Look For Work," and sessions on children's and teens services.
- Children's Creative Center infrastructure upgraded to support programming use with computer compatible technology, 2005-2006.

Lifelong Learning: Facilities

13. Create vibrant learning environments to encourage use of the Library as a center of learning and fostering a climate of learning and reading. [Goal 3]

13.1 Create reading areas and/or study space to increase the usability, quiet study opportunities and comfort of library facilities by the completion of the Branch Library Improvement Program.

- Assigned to Branch Bond Team and COB
- Implemented on a branch by branch basis as part of design. Ongoing.

13.1.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for reading areas and/or study space.

- Assigned to Branch Bond Team and COB.
- Multiple community meetings for each project provide local neighborhood input. Ongoing.
- Survey tool is used in each community to gather input on services for each construction project. Ongoing.

13.2 Create flexible Program Rooms, incorporating opportunities for learning labs and homework assistance, in at least 70% of library facilities by the completion of the Branch Library Improvement Program.

- Assigned to Branch Bond Team.
- Option for inclusion of a program room evaluated on a branch by branch basis, including community input on relevance for their community. Ongoing.
- Program rooms have been designed for Bernal, Excelsior, Glen Park, Ingleside, Noe Valley, Ocean View, Park, Portola, Potrero, Presidio, Richmond, Sunset and Western Addition Branches.

13.2.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for library programs.

- Assigned to Branch Bond Team.
- Multiple community meetings for each project provide local neighborhood input. Ongoing.
- Survey tool used in each community to gather input on services for each construction project. Ongoing.

14. Continue to enhance programs that support the Library's role as a clearing house for cultural and educational programs, events and exhibitions. [Goal 5]

14.1 Continue to partner with community, arts, educational, corporate~~,~~ and cultural institutions in San Francisco and the Bay Area. Enhance the information and referral services provided by the Library about those agencies. To be completed by September 2005. (Reviewed and determined to be ongoing.)

- Assigned to the Office of Communications, Collections and Adult Services, effective July, 2004.
- Adult Author/Performers contact list initiated in preparation for 125th Anniversary Celebration, for use by branches and Main Departments to sponsor public programs. This list is updated and modified on an ongoing basis, to include performer evaluations, date of appearances, etc. in addition to contact information; April, 2005 - present.

14.1.1 Continue to provide programs with partnering institutions such as schools, museums and the business community.

- Assigned to the Office of Communications, Collections and Adult Services, Office of Children and Youth Services, and Main Library subject departments.
- New community partners developed on an ongoing basis; partial list 2003-06: *see 10.1.*

14.1.2 Increase the Library's visibility as a key stakeholder in the network of community, arts, educational and cultural institutions through the Library's San Francisco Community Services Directory program.

- Assigned to the Information Technology Division.
- The Directory is updated on an ongoing basis. Every entry is evaluated at least once per year via staff contact with the individual agencies to verify the information.
- 251 new records were created in the Directory, bringing total to 1,790 records, 2003-2006.
- 3600 information updates were made to existing Directory records, 2003-2006.

14.2 Assist local residents and reach out to potential users in search of current information and events by developing and maintaining web exhibits featuring local activities, current interests and library services. To be implemented by June 2004.

- Assigned to the Office of Communications, Collections and Adult Services and Information Technology.
- Web Team training dedicated for online exhibitions included Infopeople's Dreamweaver MX, January, 2003; LearnIT Courses CSS (Cascading Style Sheets), March, 2003; Javascript, December, 2003 and May and July, 2006; Photoshop, July and August, 2006.

- Web exhibitions initiated in 2004, including five current online exhibitions: *Picture This, Family Photographs of Everyday San Francisco*, an online exhibition of neighborhood photographic archives, from the Western Addition, Ocean View/Merced/Ingleside (OMI), Mission and Sunset neighborhoods; September, 2005 – present; two online historical exhibitions created as part of the Library's 125th Anniversary celebration: The *Library Timeline* presents a history of the San Francisco Library system from 1877 through the 2004; the *Then & Now Photo Scrapbook* features historical and contemporary photographs of the Branch Libraries; April, 2005 – present; *Amusing America,* including images from the Panama Pacific Exhibition, Playland at the Beach, Chute the Chutes, Sutro Baths and more, September, 2004 - present; *Out at the Library,* celebrating the 10th anniversary of the founding of the Library's James C. Hormel Gay & Lesbian Center by highlighting its collection and offering a rare look into what an archives is and how it ensures the legacy of the gay, lesbian, bisexual and transgender communities, June, 2005; and *Reversing Vandalism*, featuring art created from vandalized books by multiple artists, September, 2004.

14.2.1 Train technology, exhibitions, and web staff in the Library's online system and web capabilities to initiate ongoing web exhibits.

- Assigned to Information Technology Division and Office of Communications, Collections and Adult Services in cooperation with Human Resources
- Web staff attends Learn It! classes for this specialized training.
- We have an active program of online exhibits and selected staff have been trained. Completed.

15. Ensure availability of books and library materials in an array of formats that are requested and needed by users. [Goal 4]

15.1 Solicit broad-based community input to ensure book and library materials' collections both in English and non-English languages in all facilities reflect community needs for current topics and literature in a variety of formats and languages.

- Incorporated into the scope of work of the Collections Committee. First convened September, 2005; ongoing.
- Staff committee created to help Collection Development Office look at, forward & answer email from users on suggested titles in all formats, Fall, 2004.
- *Suggest a title* feature of website moved to more prominent location, Fall, 2004.

15.1.1 Create a community based *Library Collection Development Advisory Committee* to facilitate communication of community needs and to explore the nature of collection development in an urban community. City Librarian to establish committee by January 2004, including stakeholders from Main Library Affinity Centers and other groups.

- The *Library Collection Development Advisory Committee* was not established.
- Staff committed to continuing the ongoing outreach to, and input from, the public to achieve these goals.
- Presentation and discussion on collection management with Council of Neighborhood Libraries, October, 2003.
- Presentation and discussion on collection management with Library Citizens Advisory Committee, October, 2005.

15.1.2 Continue to gather community input at the neighborhood level on desired collections and services for each facility.

- Incorporated into the scope of work for the Collections Committee.
- Library Satisfaction Survey targeted collection evaluation, December, 2005 – January, 2006.
- BLIP community meetings, written surveys and discussions between Branch managers and community members help determine community collection needs. Ongoing.

15.1.3 Evaluate data annually on the use of selected collections to continue to fine tune collection needs, adjusting funding assigned to specific collection areas as appropriate.

- Incorporated into the scope of work for the Collections Committee.
- Accomplished on a case by case basis by branch and Main selectors through "create lists" module on Millenium. Ongoing.

15.2 Respond to the expressed demand for books and library materials on current topics and titles.

- Assigned to the Office of Communications, Collections and Adult Services and OCYS
- Book budget enhanced by 30% since 2003 to $7.4 million, 2006-07.
- Collection Development Office monitors reserve lists; popular titles with heavy reserve lists are replenished on a system wide basis. Ongoing.

15.2.1 Institute a tracking system for reserve fulfillment to determine and improve reduction of wait time for requests of popular materials. To be established by January 2004.

- Purchase Alerts program in Millenium which tracks reserves is now used to identify titles for rush order and rush processing, significantly improving reserve fulfillment.
- Reserved titles sent directly to fill reserves rather than to branches and Main from Technical Services to expedite delivery to the user, effective July, 2005.

15.2.2 Establish library user self-service pick-up of reserve materials in selected locations by July 2004.

- Assigned to Office of Chief of Branches and Chief of Main.
- Self service pick-up of reserves implemented at Anza, Chinatown, Excelsior Golden Gate Valley, Ingleside, Main Library, Mission, Mission Bay, 2004-06.
- Self service pick up of reserves to be incorporated into design for renovated and new facilities. Ongoing.

15.2.3 Expand options for notification of reserves to include telephone notification, as well as by the current options of email or regular mail. To be completed by June 2004.

- Email notification implemented, January, 2004.
- Reserve system enhanced to allow patron to change pickup location and freeze reserves while on vacation, spring, 2006.
- Courtesy notices, which alert users of items due in a couple of days, launched February, 2006.
- Telephone Notification Service (TNS) alerting patrons of hold pickups and overdue materials, implemented March, 2006.

15.2.4 Order more copies of popular titles in anticipation of reserve demands throughout each year.

- Assigned to the Office of Collections, Communications and Adult Services.
- Lists of high demand library materials reviewed weekly for purchase of additional copies. Ongoing.
- Large print materials selection from branches coordinated centrally to better anticipate demand, effective July, 2005.
- Computer and selected travel books ordered centrally for branches to meet high demand, effective July, 2006.

16. Provide library user self-help opportunities to facilitate ease of use of, and access to, literature and information. [Goal 4]
    - Incorporated into scopes of Self Service Task Force and Staff RFID Task Force.
    - Self-checks and self pick-up of holds added as branches are remodeled.

16.1 To facilitate library users' self-service check out of materials, as well as to improve inventory control and loss prevention, resulting in better public service, consider possible implementation of next-generation scanning technology (also known as RFID - Radio Frequency Identification) for books and other library materials, subject to Library Commission approval after a public hearing.

- Incorporated into scope of work of Staff RFID Task Force.
- Outcome of Staff RFID Task Force helped provide direction for the creation by the Acting City Librarian of the Library Technology and Privacy Advisory Committee, Spring, 2005.
- This committee held a series of meetings at which public comment was taken, April – October, 2005.
- The committee prepared *Radio Frequency Identification and the San Francisco Public Library: Summary Report*, October, 2005.
- The report and its recommendations were presented to the Library Commission, October, 2005.
- Funding for the key priority of a Privacy Audit approved in the 2006/2007 budget.

16.1.1 Sponsor a community forum to present information on RFID in libraries and engage the public in a robust dialog on the topic. An initial forum was completed in March, 2004.

- One or more additional public educational forums incorporated into the scope of the Library Technology and Privacy Advisory Committee, which remains a recommendation from the committee to the Library in their report.

16.1.2 Establish staff task force to research, analyze and make recommendations to Library Administration and the Library Commission regarding RFID implementation, including privacy issues.

- Staff Taskforce established, 2003-04.
- Taskforce compiled research that was posted on StaffNet, presented information at an All Staff meeting, participated in a public forum held in March, 2004, and made recommendations for implementation in 2004-05.
- Privacy Policy approved by the Library Commission, June, 2004.
- Library Technology and Privacy Advisory Committee made up of community experts and interested citizens was formed, 2004/2005.
- The Committee completed their report and presented it to the Library Commission, October, 2005.
- The 2006/2007 proposed budget includes funds to support conducting a Privacy Audit as recommended in the final report of the Library Technology and Privacy Advisory Committee's report, *Radio Frequency Identification and the San Francisco Public Library*, October, 2005.

16.1.3 Consider incorporation of funding for implementation as part of the 2004/2005 Library budget process with Library Commission approval. Implementation to begin in 2005/2006.

  - First year costs of $300,000 were recommended in the Commission-approved budget to the Board of Supervisors for 2004-05. However, due to mid-year budget re-balancing for all departments as directed by the Mayor, these funds were liquated in 2004-05.
  - $680,000 earmarked for RFID in 2005-06 budget as part of a multi-year rollout were redirected by action of the Board of Supervisors, July, 2005.
  - Alternative efficiency and self service opportunities identified for implementation, 2006-07.

16.2 Assist users in fulfilling their individual information needs by developing a *My Millennium* (formerly *My Library)* service for customized library services. To be implemented by September 2004.

- Assigned to Information Technology Division.
- Completed in April, 2004, with enhancements to continue over a period of time.
- Redesigned OPAC was introduced with Spanish and Chinese interfaces and an online interlibrary loan request form, November, 2004.
- Enhancements include offering Featured Lists, selections of new titles added to the San Francisco Public Library collection, December, 2005; implementation of telephone notification that enabled the ability for users to select their preferred method to receive library notices (e-mail, telephone, or print), March, 2006; launch of e-mail courtesy notices, which alert users when their checked-out items are about to be due, January and February, 2006; a “freeze holds” feature that provides the ability for users to temporarily take their holds out of the hold queue; and Web Bridge for linking to other libraries and information resources directly from the OPAC.

16.2.1 Continue to develop library services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include, but are not limited to, online library forms (such as homebound, library card application, suggestion form, and comment form) in a variety of languages.

  - Assigned to Information Technology Division.
  - A Self-Service Task Force was launched to examine, explore and recommend technologies and other products and services that would expand and enhance library users’ self-service options, July, 2005
  - Online library card registration forms launched as a pilot project in the Main Library, July, 2006. Following the test period, online registration will be available to in-library patrons in September, 2006 and to remote online users shortly after.
  - Electronic files of digitized images made available for purchase, October, 2004.
  - Other user services planned for implementation include E-Commerce (enabling users to pay library fines online) and Link+, an interlibrary lending program that enables users from 40+ libraries in California to borrow materials from member libraries easily and quickly; FY2006-07.

16.2.2 Train technology and web staff in the Library's online system's capabilities to initiate *My Millennium* service, which offers preferred searching to the patron.

- Assigned to Information Technology Division.
- Training sessions and programs are offered at the annual national Innovative Users Group held in the spring and the regional Northern California Innovative Users Group in the fall.
- Innovative Interfaces conducted a variety of training sessions prior to Millennium implementation, including Millennium Media Management training on July 30 and Millennium catalog module training on August 12, summer, 2003.

16.2.3 Develop an outreach strategy to educate library users on the use of *My Library* and implement in 2004/2005.

- Incorporated into scope of the public training program.

17. Improve ability of residents to obtain books and library materials in a variety of formats in a timely manner. [Goal 4]

17.1 Improve delivery of materials throughout the system so that 80% of items requested and available on-shelf are received within three business days at the designated pick-up location.

- Assigned to Chief of Branches Office and Director of Operations.

17.1.1 Restructure delivery services to all locations to improve efficiency and reduce time needed for materials to reach their destination. Incorporate implementation as part of the 2004/2005 Library budget process.

- Assigned to Chief of Branches Office and Director of Operations.
- Added a fourth delivery truck in 04/05 and one additional full time driver. Implementation of six day per week deliveries on hold.

17.2 Implement collection display and organization guidelines to enhance the user experience across the library system.

- Display shelving and display cases are part of the Branch Library Improvement Program.
- The redesign of the first floor of the Main Library, now under way as part of the POE response, will provide a better organized and accessible collection of books and AV materials.

17.2.1 Establish a staff task force to develop system-wide guidelines for display and organization of books and other materials. Guidelines to be implemented by January 2005 (coordinate with 5.2.1).

- Incorporated in the BLIP program with the outcome of Signage Standards and new signs at each remodeled and new branch facilities.

17.2.2 Create *Staff Recommends* sections in select locations, as well as virtually on the SFPL website, by January 2004.

- Selected branches now have Staff Recommends sections.
- This service is fully incorporated into the Library's website.

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DOCUMENTS DEPT
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SAN FRANCISCO
PUBLIC LIBRARY

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
ee Munson
mmissioners

Luis Herrera
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, September 7, 2006.
(As approved October 5, 2006)

The San Francisco Public Library Commission held a regular meeting on Thursday, September 7, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by Vice President Coulter at 4:08pm

Commissioners present: Bautista, Coulter, Gomez, Kane, and Munson
A quorum was present. Commissioner Chin joined the meeting at 4:18pm.
President Higueras was reported excused attendance.

Vice President Coulter announced that AGENDA ITEM #5 LIBRARY COMMISSION RECOGNITION POLICY would be continued to a future meeting.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public spoke about: opposition to the Friends of the Library; discussed a "veranda Factor"; and on the psychological damage caused by lies as illustrated by Tennessee Williams'; "Suddenly Last Summer".

Mr. Peter Warfield discussed his efforts in public comments and public records requests to find out the Library's policy on acquiring out-of-print materials.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 1, 2006

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 1, 2006

An anonymous member of the Public indicated that these Minutes were three months old; and how the Minutes failed to report discussions concerning Public Comment.

Mr. Peter Warfield commented on: the use of italicized text to highlight discussion; and omissions and inaccuracies in the Minutes report of his comments.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 1, 2006

Vice President Coulter observed that difficult to know how to appropriately respond to public accusations of wrong doing when no substantiation is offered. Commissioner Munson noted that he thought it always appropriate to make an effort to obtain more information in response to accusations. Commissioner Chin noted that the inveterate criticisms of two individuals did not represent the public.

MOTION: by Commissioner Bautista, 2nd by Commissioner Gomez for approval of the Minutes of the regular Library Commission meeting of June 1, 2006.

ACTION: 6-0 Aye (Bautista, Chin, Coulter, Gomez, Kane, and Munson)

AGENDA ITEM #3 DOROTHY STARR COLLECTION

Chief of the Main Library Kathy Lawhun introduced Jason Gibbs, Librarian II in Art/Music/Recreation who presented an overview of the Library's Dorothy Starr Sheet Music Collection. Dr. Gibbs then demonstrated ways library users could access the searchable records now available in the Dorothy Starr Collection through the Library's website.

Public comment on AGENDA ITEM #3 DOROTHY STARR COLLECTION

An anonymous member of the public found this report a happy ending; and noted the importance of this Collection; applauding Dr. Gibbs work.

Mr. Peter Warfield spoke on the Library's collections, when more might become accessible and the creation of a search mode for artists/performers that sang or performed a particular piece of music.

Commission discussion of AGENDA ITEM #3 DOROTHY STARR COLLECTION

Vice President Coulter recalled the circumstances when the Friends had provided the resources necessary to acquire this collection and recalled previous discussion of steps taken by staff to catalog and make available its treasures. In response to questions by Commissioner Bautista, Dr. Gibbs noted that there was simply not sufficient staffing available to scan all materials and noted that there were copyright issues involved in making materials created after 1922 available. Regarding the strengths of the Collection Dr. Gibbs suggested that a need for more contemporary materials were the Collection's only deficiency. In response to a query by Commissioner Gomez, Dr. Gibbs noted that there had been exhibits of some of the wonderful cover art from the Collection, including some held in connection with the Centennial of the 1906 Earthquake and Fire. Vice President Coulter lauded the Library's acquisition of this collection with the help of the Friends and the critically important volunteer work that was still being made to make it available as a model for public/private partnerships. Dr. Gibbs identified Marge Mayne, Audrey Winn, Doris Osenda and Leija McReynolds as the four volunteers who had contributed so much work in making this wonderful sheet music available to library users.

AGENDA ITEM #4 2003-2006 STRATEGIC PLAN STATUS REPORT

City Librarian Luis Herrera presented an overview and update on the Library's progress in fulfilling the goals set out in the 2003-2006 three year Strategic Plan (copy attached). The City Librarian then introduced Marcia Schneider, Chief of Adult Services, who presented a detailed summary report (copy attached) on each of the priorities and subject areas addressed in the Strategic Plan. The City Librarian proudly noted the significant accomplishments achieved by the hard work of Library staff during this three year period and reported that this model had proven to be useful in developing the Library's services plans for the future. In particular Mr. Herrera called attention to the important contributions made by Ms. Schneider in preparing the report.

Public Comment on AGENDA ITEM#4 2003-2006 STRATEGIC PLAN STATUS REPORT

An anonymous member of the public commented on the lack of availability of the explanatory documents, and found the presentation difficult to follow.

Ms. Donna Bero, Executive Director of the Friends of the San Francisco Public Library applauded the report, and noted accomplishments by staff that Ms. Schneider's presentation had highlighted.

Ms. Ellen Egbert, Bernal Heights Branch user, noted that as a believer in "to do" lists she was pleased hear many tasks checked off as accomplished.

Mr. Peter Warfield spoke about explanatory documents not being available earlierand his concerns with omissions in the report.
Commissioner Gomez left the meeting at 5:30pm.

Commission discussion of AGENDA ITEM #4 2003-2006 STRATEGIC PLAN STATUS REPORT

Commissioner Bautista found the report a useful summary of the Library's accomplishments. The Commissioners applauded report of expanded community outreach and bookmobile visits activities. Commissioner Chin expressed appreciation for the expanded outreach to schools. In response to a query by Commissioner Bautista, the City Librarian reported that there would be discussion of security related issues at an upcoming Library Commission meeting. Commissioner Kane noted the amazing amounts of progress documented since the strategic plan was adopted and urged consideration of development of long range plans in addition to the next multi-year strategic plan. Commissioner Chin noted the importance of considering options should funding again become tight in coming years. Commissioner Munson found the report great deal of dense written material to digest and suggested that future presentations consider using charts to graphically present some of the data to make its absorption easier. Commissioner Munson noted that the report could facilitate in-depth future discussions of each of its elements but that it reflected a good job being done by Library staff. Vice President Coulter noted as one who had participated in the development of the strategic plan that the process had been cumbersome and somewhat laborious. The Commission Vice President suggested that for future strategic planning efforts the Library consider using a simpler, tighter focused business like planning model, which could be more accessible and actively involve more input. Vice President Coulter in particular lauded the "Shades" programs as meeting the Library's important role in preserving the community history. Commissioner Chin suggested that for future discussion there be a break down of individual topic areas so that steps to discuss these issues in more concrete way could be facilitated, noting that she was glad that the Library was being proactive rather than reactive.

AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero thanked the Commissioners for their hard work on behalf of our libraries in the face of what she found to be excessive and unwarranted criticism by a few. Ms. Bero then brought the Commissioners up to date on the Friends sponsored "Poets Eleven" program being conducted in conjunction with San Francisco Poet Laureate Jack Hirschman. The Friend's Executive Director reported on the very successful closing party for the Western Addition Branch Library; thanking Safeway stores and the San Francisco Buddhist Church for their generosity in providing food and cooking for the event. Ms. Bero then reported that the Capital Campaign for Neighborhood Libraries was in high gear with many already active neighborhood committees and new committees being formed. The Friend's Executive Director concluded this months report noting that the presentation on the Dorothy Starr Sheet Music Collection was a good example of the Friend's productive relationship with the Library.

Commissioner Kane left the meeting at 6pm.

Public comment on AGENDA ITEM #6 FRIENDS OF THE LIBRARY REPORT

An anonymous member of the public commented that the Library, as a public institution, should not be run on a business basis.

Mr. Peter Warfield offered comments not germane to this agenda item.

AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

As the Commission was about to lose it quorum, City Librarian Herrera presented an abbreviated report. The City Librarian presented a brief update on this year's One City One Book Program featuring The Hummingbird's Daughter by Luis Alberto Urrea. The City Librarian reported on the fast start of this year's citywide reading Program at recent August 30th school visit where Mayor Newsom had participated in an interesting and exciting discussion of this book with students. Mr. Herrera then called the Commission's attention to the upcoming celebration in honor of the 10th Anniversary of the Library's African American Affinity Center to be held on November 17, 2006 beginning at 6:30pm. Mr. Herrera concluded his report with a snapshot summary of this year's very successful Summer Reading Program which had involved 9,500 children and more than 200 Teens.

Public comment on AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

An anonymous member of the public regretted the brevity of the City Librarian's report.

Ms Ellen Egbert called attention to an upcoming one City One Book program at the Bernal Heights Branch Library.

Mr. Peter Warfield was glad the report was presented.

AGENDA ITEM # 8 LABOR UNION REPORT

No report was offered.

No report was offered.

AGENDA ITEM # 9 NEW BUSINESS

No new business items were proposed

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Munson to adjourn the regular September 7, 2006 Public Library Commission meeting.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Gomez; Kane, and Munson)

The September 7, 2006 Public Library Commission meeting adjourned at 6:12pm

Michael Housh, Commission Secretary 10/6/06

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

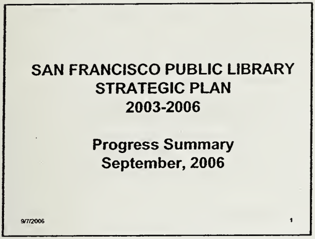
Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting September 7, 2006

Appendix A

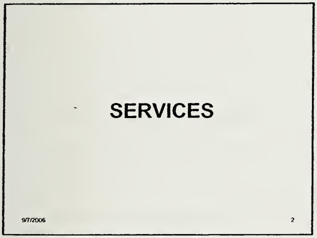
The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

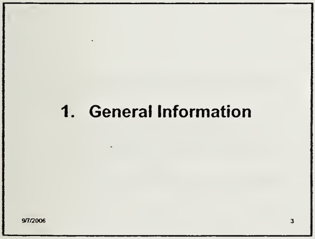


SAN FRANCISCO PUBLIC LIBRARY
STRATEGIC PLAN
2003-2006

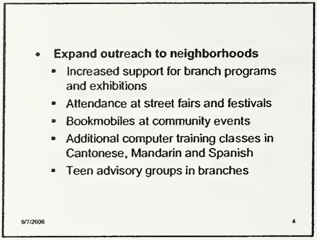
Progress Summary
September, 2006



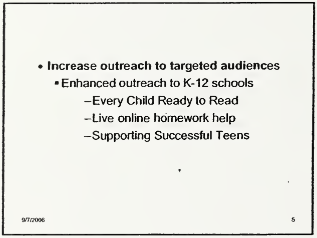
SERVICES



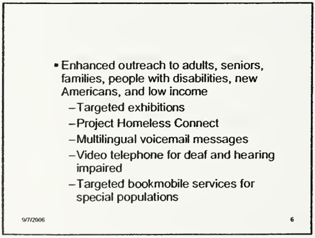
1. General Information



- **Expand outreach to neighborhoods**
  - Increased support for branch programs and exhibitions
  - Attendance at street fairs and festivals
  - Bookmobiles at community events
  - Additional computer training classes in Cantonese, Mandarin and Spanish
  - Teen advisory groups in branches



- **Increase outreach to targeted audiences**
  - Enhanced outreach to K-12 schools
    - Every Child Ready to Read
    - Live online homework help
    - Supporting Successful Teens



- Enhanced outreach to adults, seniors, families, people with disabilities, new Americans, and low income
  - Targeted exhibitions
  - Project Homeless Connect
  - Multilingual voicemail messages
  - Video telephone for deaf and hearing impaired
  - Targeted bookmobile services for special populations

- Temporary services for branch closures
  - –Branch bookmobile service
  - –Expansion of hours of nearby branches
  - –Alternative locations for programs
  - –Presidio International Languages Collection
  - –Western Addition Reading Center

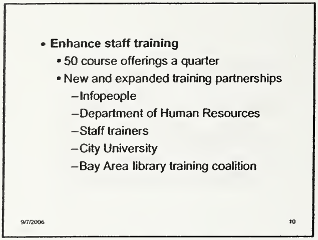
9/7/2006

2. Lifelong Learning

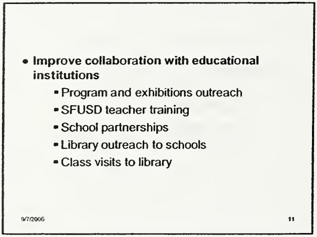
9/7/2006

- **Enhance catalog, Internet and technology support**
  - ADA compatible workstations added or upgraded in Main and Branches
  - E-book and downloadable audiobook collections enhanced
  - Enhanced computer training for seniors

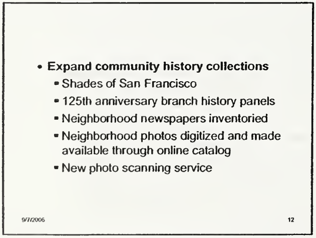
9/7/2006



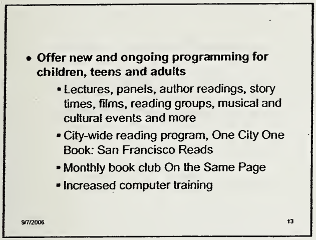
- **Enhance staff training**
  - 50 course offerings a quarter
  - New and expanded training partnerships
    - Infopeople
    - Department of Human Resources
    - Staff trainers
    - City University
    - Bay Area library training coalition



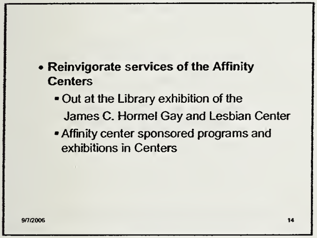
- **Improve collaboration with educational institutions**
  - Program and exhibitions outreach
  - SFUSD teacher training
  - School partnerships
  - Library outreach to schools
  - Class visits to library



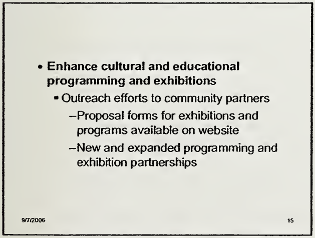
- **Expand community history collections**
  - Shades of San Francisco
  - 125th anniversary branch history panels
  - Neighborhood newspapers inventoried
  - Neighborhood photos digitized and made available through online catalog
  - New photo scanning service



- **Offer new and ongoing programming for children, teens and adults**
  - Lectures, panels, author readings, story times, films, reading groups, musical and cultural events and more
  - City-wide reading program, One City One Book: San Francisco Reads
  - Monthly book club On the Same Page
  - Increased computer training



- **Reinvigorate services of the Affinity Centers**
  - Out at the Library exhibition of the James C. Hormel Gay and Lesbian Center
  - Affinity center sponsored programs and exhibitions in Centers

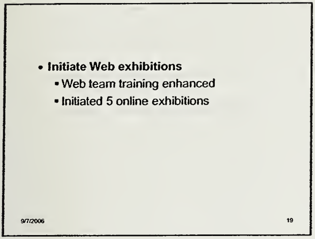


- **Enhance cultural and educational programming and exhibitions**
  - Outreach efforts to community partners
    - –Proposal forms for exhibitions and programs available on website
    - –New and expanded programming and exhibition partnerships

- **Increase representation at community events and street fairs**
  - Increased participation in street fairs
  - Children's and teen services outreach at community events

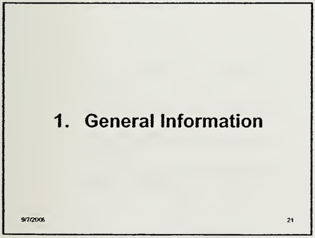
3. Current Topics and Titles

- **Broaden community partnerships**
  - Author/performer contact lists for children's, teen and adult
  - Maintain and update community, arts, educational and cultural institutions through the San Francisco Community Services Directory



- **Initiate Web exhibitions**
  - Web team training enhanced
  - Initiated 5 online exhibitions

COLLECTIONS



1. General Information

- **Tailor information resources to reflect history, diversity and cultural mosaic of the city**
  - Materials budget significantly enhanced
  - State Library Global Languages Materials Grant

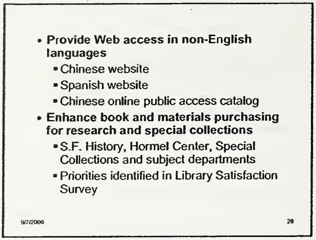
- **Create better understanding of users, potential users and online users**
  - BLIP creates demographic profiles
  - Enhanced budgets for opening day collections, bond bookmobiles and temporary services
  - Collections analysis to meet neighborhood needs
  - Enhanced budgets for children's and teen
  - Task force established to improve procedures for collection management throughout life of BLIP

- **Provide timely, up to date books and materials in preferred format**
  - Monitor holds lists and purchase additional copies as needed
  - Full text databases
  - Enhanced e-book and electronic audiobook collections
  - Full range of Dewey offered annually on subject and replacement lists
  - Staff training in publishing and services
  - Reader's Advisory services made more prominent on home page under San Francisco Reads, spring, 2006

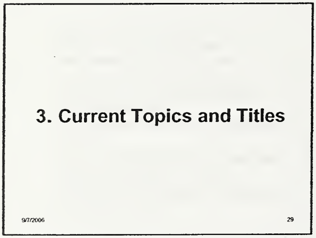
2. Lifelong Learning

- **Inspire library users and potential users with the joy of reading and learning**
  - Develop and maintain extensive collection in a variety of formats in an easily accessible manner
    - –New Collection Development Plan
    - –Branch collection goals
    - –Downloadable audio books
    - –Downloadable e-books
    - –Electronic databases

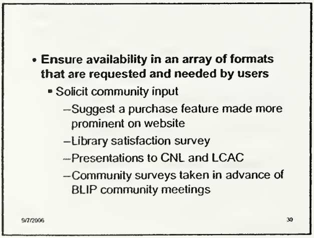
- Enhance collections in non-English languages
  - –Increased budget for International Languages
  - –Presidio International Languages Collection
  - –Expenditures are 8% of the budget
- Expanded collections in Affinity Centers



- **Provide Web access in non-English languages**
  - Chinese website
  - Spanish website
  - Chinese online public access catalog
- **Enhance book and materials purchasing for research and special collections**
  - S.F. History, Hormel Center, Special Collections and subject departments
  - Priorities identified in Library Satisfaction Survey



3. Current Topics and Titles



- **Ensure availability in an array of formats that are requested and needed by users**
  - Solicit community input
    - –Suggest a purchase feature made more prominent on website
    - –Library satisfaction survey
    - –Presentations to CNL and LCAC
    - –Community surveys taken in advance of BLIP community meetings

- Respond to expressed demand for current and popular titles
  - Track reserve fulfillment for popular titles on Millennium
  - Expedited filling of reserves directly to user rather than through home branch
  - Self pick up of reserves at Main and selected branches
  - Expanded options for notification of reserves: e-mail; telephone. System enhanced to allow changing location for pickup, putting items on hold while on vacation

- Additional copies of high demand materials ordered centrally
- Large print books purchased centrally
- Computer and selected travel books ordered centrally for branches to meet high demand

INFORMATION INFRASTRUCTURE AND ACCESS TECHNOLOGY

1. General Information

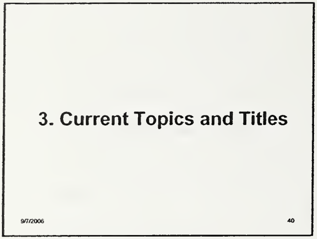
- **Develop and maintain a robust technological environment**
  - Increased network capacity and bandwidth, and improved network and workstation security
  - Cable modem broadband Internet service installed at 16 libraries
  - Public wireless service established at Main and 16 branches

- Provide remote access to users
  - Redesigned website
  - Redesigned online public access catalog
  - Courtesy e-mail alerts of overdue materials
  - Telephone notification of hold pickups and overdue materials
  - Online patron registration forms
  - WebEvent online calendar of meeting rooms and events
  - Teen web pages redesigned
  - Online exhibitions

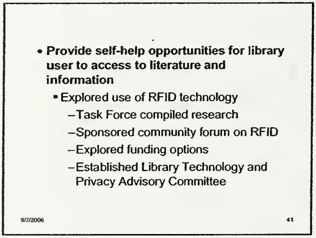
- Provide services to people with disabilities
  - ADA workstations software and hardware upgraded at Main
  - E-book and electronic audiobook collections enhanced
  - Mission Bay features state of the art ADA workstation

2. Lifelong Learning

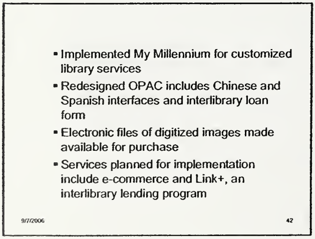
- **Facilitate public's use of technology for research**
  - Live online homework assistance for children
  - Over 40 new pathfinders developed by Main Library departments
  - Train the trainer series offered to staff to assist in public training



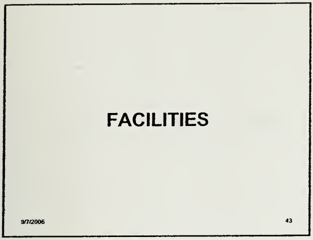
3. Current Topics and Titles



- **Provide self-help opportunities for library user to access to literature and information**
  - Explored use of RFID technology
    - Task Force compiled research
    - Sponsored community forum on RFID
    - Explored funding options
    - Established Library Technology and Privacy Advisory Committee

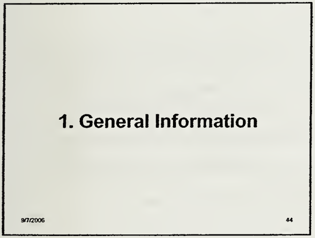


- Implemented My Millennium for customized library services
- Redesigned OPAC includes Chinese and Spanish interfaces and interlibrary loan form
- Electronic files of digitized images made available for purchase
- Services planned for implementation include e-commerce and Link+, an interlibrary lending program



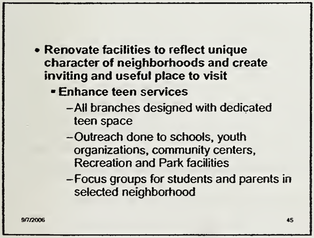
FACILITIES

9/7/2006



1. General Information

9/7/2006



- **Renovate facilities to reflect unique character of neighborhoods and create inviting and useful place to visit**
  - **Enhance teen services**
    - All branches designed with dedicated teen space
    - Outreach done to schools, youth organizations, community centers, Recreation and Park facilities
    - Focus groups for students and parents in selected neighborhood

9/7/2006

- Design environments that encourage browsing, sitting, reading
  - Self service task force

2. Lifelong Learning

- **Create vibrant learning environments**
  - Branch bond team creating comfortable reading and study areas
  - Community engaged through multiple meetings in each branch project
  - Community is surveyed for each construction project
  - Program rooms for community being designed as needed

3. Current Topics and Titles

- **Improve ability of residents to obtain books and materials in a variety of formats in a timely manner**
  - Display shelving and cases designed for renovated and new branches
  - Main Library POE work will provide better organized and accessible collections
  - Signage standards and new signs developed for BLIP
  - Staff recommends sections developed in select locations

Next Steps:

Collections and Services
Community Outreach
Information Technology
Staff Development
Facilities

San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

STRATEGIC PLAN
2003 – 2006

Approved by the San Francisco Public Library Commission
October 2, 2003

General Information: Services

1. Develop and maintain Library programs that are community-based, providing programming of interest to neighborhoods. [Goal 1]

1.1 Expand adult programs and exhibits in the branches so residents may attend programs convenient to their home or work.

- Communications, Collections and Adult Services division created to integrate programming and exhibitions with collection management goals. Reorganization effective July, 2004.
- Author/performers contact list created for use by branches and Main for public programs. Contact list initiated April, 2004.
- Part-time Museum Preparator upgraded to Curator I to support neighborhood branch exhibitions. Upgrade effective July, 2005.
- Training and materials produced for potential program planners. Training presented January, 2004. Program planning materials posted on StaffNet, December, 2005.

1.1.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Community Outreach Task Force appointed in 2004. Task Force convened October – December, 2005.
- New outreach programs initiated since 2003 identified by Task Force:
  - Asian Pacific Heritage Festival, 2006; Bernal Fiesta on the Hill, 2004-06; Excelsior Festival, 2003-2005; Glen Park Festival, 2003 -2005; March Gladness, 2004-2005; OMI Family Festival, 2005-06; Portola Merchants Fair, 2003-06; Sunset Community Festival, 2003, 2005; Sunset Moon Festival, 2005; and Visitacion Valley Fair, 2004-06.
  - Branch bookmobiles at community fairs, 2003-2006.
  - Posting of program information on Branch Bookmobiles and Library on Wheels, March 2004 – present.
  - Outreach services to Treasure Island by Project Read van, 2003 - 2006.
  - Computer classes in Cantonese and Mandarin offered at Chinatown, 2003-2006.
  - Intermediate computer classes in Spanish offered at Main, January, 2005 –2006.
  - E-mail notification about public programs expanded through outreach to non-profits, universities, bookstores and other organizations, January, 2003 -2006.
  - Shades of San Francisco extended to selected San Francisco neighborhoods: Shades of Sunset photo collection day, Ortega Branch, April, 2004; Mission Shades exhibition, Mission Branch, May, 2004; *Picture This* exhibition of four Shades neighborhoods, Main Library, September, 2005.
  - Spanish book talks presented at Mission High School (Gente y Cuentos), October, 2004-2006. To be expanded to two new schools, fall, 2006.

        - Book discussion group at neighboring senior center by Western Addition Branch, November, 2003 -2006.
    - Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
    - Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
        - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

2. Reach out to targeted audiences throughout the City to inform residents about the information opportunities provided by the Library.

2.1 Use focus groups to bring members of the public to the table to explore needs, and ways in which the Library might respond to the needs identified through this process.

- Teen Advisory Groups implemented at Branches, 2004-2006.
- Annual patron satisfaction survey revised to better determine user needs. Distributed December, 2005.

2.2 Enhance outreach services to schools (K-12), preschools and day care centers to encourage reading and love of learning in children.

- Every Child Ready to Read initiated to encourage early literacy skills; implemented spring, 2006.
- Teacher training conducted on online resources, November, 2004; October, 2005; March, 2006.
- Live homework help offered through Tutor.com at all library facilities, fall, 2003 – present
- Teen book clubs established at the Sunset Beacon after school program at Gianinni Middle School, spring, 2003.
- Collaboration between OMI Beacon Center and Excelsior and Ingleside branches and Sunset Beacon Center with Ortega branch for homework help, book talking and other services, 2003-06.

2.2.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
    - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

2.3 Enhance outreach services to adults, seniors, teens, families, persons with disabilities, residents new to the country, and areas of the City identified as low income to inform residents about the information opportunities provided by the Library.

- Exhibitions have been selected which speak to the interests of these target populations:

    - *The Long Walk to Freedom 1900-Now: Portraits of Civil Rights Activists*, January, 2003;
    - *Speak Truth to Power: Human Rights Defenders*, January, 2003;
    - *Elder Arts 2003*, September, 2003;
    - *Street Festivals of San Francisco,* May 2004;
    - *Colored Black 'n White: The Philippine-American War in American Popular Media*, August, 2004;
    - *Don't Call Me Retard: Artists Exploring What it Means to Be Disabled*, August, 2004;
    - *Choosing to Participate: Facing History and Ourselves*, January, 2005.
- Library participates monthly in Project Homeless Connect by supplying popular books and magazines for those waiting for services. Bi-monthly, November, 2004-2006.
- Deaf Services Center installed a DSL line and a video phone booth, enabling people to communicate using American Sign Language while making direct calls to deaf people or through use of a video relay service to call hearing people; completed September, 2005.
- Multilingual voicemail messages recorded for 10 branches, including messages in Spanish, Cantonese, Mandarin, Japanese and Russian; Fall, 2005- 2006.

2.3.1 Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
    - Consultant survey and study initiated June, 2006; to be completed Fall, 2006.

2.4 Improve library services delivered to locations throughout the community, using the Library's bookmobiles and other mobile services that will benefit seniors, adults and children.

- Incorporated into the scope of the Branch Library Improvement Program, 2003

2.4.1 Incorporate into Branch Library Improvement Program interim service plan, to be developed and implemented by 2004/2005.

- Interim services plan template completed and applied on a branch by branch basis as facilities close. Includes expansion of hours at nearby branches, bookmobile service, relocation of children's programs to neighborhood locations and placement of unique collections at other branch libraries.
- Branch Bond Bookmobile service established December, 2003. Service expanded with second bookmobile, December, 2004. Third bookmobile added September, 2005.
- Presidio International Languages Collection established in the lower level of Presidio Branch to include Japanese language materials from Western Addition and Russian and Chinese materials from Richmond branch, October, 2006.
- Western Addition Reading Center established in the African American Historical and Cultural Society, October, 2006.

2.4.2 Incorporate advertising of library services on bookmobiles and other library and City vehicles. Incorporate into outreach strategy to be developed and implemented by 2004/2005.

- Library program materials included on the bookmobiles, including newsletters and flyers, 2003-2006.

2.4.3 Insure that mobile services are reaching new residents from other countries, economically disadvantaged people, potential users and persons with disabilities by reviewing the demographics and target clientele where visits are scheduled by 2004/05.

- Library on Wheels and Children's Bookmobile specifically target low-income users, including daycare and senior centers. Ongoing.
- Library on Wheels quadrupled its Russian language collection and doubled its Spanish language collection, 2003-06.
- Library on Wheels expanded large print and audiovisual collections to serve people with disabilities, 2003-06.

General Information: Collections

3. Improve information resources available for the general public. [Goal 1]

3.1 Collect books and library materials in a variety of formats relevant to each neighborhood, reflecting the history, linguistic diversity and cultural mosaic of the City.

- Incorporated into the scope of the Collections Committee. First convened September, 2005; ongoing.
- Materials budget enhanced each fiscal year, 2003 -04; 2004–05; 2005-06; 2006-07.
- Chinese and Russian language materials enhanced for selected neighborhoods through State Library Global Languages Materials Grant of $100,000, 2004-05.
    - Subscribed to a Russian language newspaper and a Chinese language periodical/newspaper database, effective 2005-07.

3.1.1 Create demographic and unique characteristics profile of users, potential users, and online users while also maintaining the Library's commitment to ensuring the privacy and confidentiality of all personal data gathered. To be implemented in 2004/2005.

- Incorporated into the scope of the Collections Committee, 2005.
- Demographic profiles created for selected branches undergoing renovations under the Branch Library Improvement Program (BLIP), 2003-2006. More detailed profiles created for the 6 branch applications submitted to the state for Prop 14 awards, 2003-04.

3.1.2 Respond to outcome of 3.1.1 with ongoing collection monitoring, adjusting purchasing priorities and funds as appropriate, providing each local library with the capability to quickly respond to changes in community needs. To be implemented in 2004/2005 and annually thereafter.

- Incorporated into the scope of the Collections Committee and OCYS, 2005.
- Budgets created for opening day collections, bond bookmobiles and interim services for all renovations and new facilities. Ongoing.
- Collections developed for new branches and branches undergoing renovation reflect demographic trends in the neighborhood, currently available library formats and unique neighborhood characteristics. Ongoing.
- Preschool children and teen material budgets enhanced in conjunction with implementation of *Every Child Ready to Read* and *Supporting Successful Teens*, 2005-06.
- Interim Services budget responds to changes in dates of closure/opening, 2003-06. Ongoing.
- Tracking and analyzing collections enhanced by creating lists in Millennium, our Integrated Online System. Staff training opportunities increased on how to create lists and use them for specific collection development purposes. Ongoing.
- BLIP Collection Development Task Force meets bi-monthly or quarterly to discuss and recommend ongoing improvements to collection development during closings and openings of branches. Ongoing.

3.2 Remain a state-of-the-art information center providing timely and up-to-date books and materials in the format preferred by individuals.

- Incorporated into the scope of the Collections Committee.
- Collection Development Office and OCYS monitor holds lists and purchase extra copies as required. Ongoing.
- Full-text databases added to collection. Ongoing.
- E-mail option to recommend purchases placed in more prominent location on SFPL web site, 2004. E-mail purchase suggestions from users increased to an average of about twenty per day, 2006.
- Featured lists of new books and media launched, spring, 2006.
- Materials added to catalog at time of order (excluding audiovisual materials); branches, 2004; Main Library, 2005.
- E-Book collections and electronic audio book collections enhanced, 2004-05.
- Marcive, the automatic loading of MARC records for federal government documents, installed; first records loaded June, 2005.
- Full range of subject/ replacement materials selection lists offered annually to branches to replace lost titles and provide new editions more quickly, and to meet the need of branch collections when branches reopen after renovation or open after new construction. Effective 2004-05 and ongoing.
- Reader's Advisory services made more prominent on home page under San Francisco Reads, spring, 2006.

3.2.1 Enhance professional growth opportunities for staff training to keep current and identify new trends in publishing and services. To be incorporated into annual staff training plan beginning with 2004/2005.

- Assigned to Human Resources.
- Staff attended annual conferences to keep current in publishing trends, including Book Expo America, Internet Librarian, American Library Association, Public Library Association, California Library Association, Children's Literature New England, Reading the World Conference and the Guadalajara Book Fair. Ongoing.

4. Improve access to information and collections by developing and maintaining a robust technological environment. [Goal 1]

4.1 Install wireless capabilities in library facilities so residents may use library services with their own computing devices, in addition to providing plug-in access.

- An Information Technology division was created through library reorganization to facilitate infrastructure and access technology. Effective 2004/2005.

4.1.1 Create a secure and robust network environment that is safe for users and staff that provides for use of wireless devices by June 2005.

- Telecommunications Network Redesign increased network capacity and bandwidth and improved network and workstation security. Implemented 2004-2005.
- Cable modem broadband Internet service installed at Mission, Eureka Valley, Chinatown, Presidio, Parkside, Sunset, Excelsior, Ingleside, Bayview, Anza, Visitación Valley, West Portal, Ortega, Merced, Glen Park branches and Main Library, 2004-2006.

4.1.2 Provide wired and wireless devices for in-library use, thus increasing the technological capacity for accessing library services. To be implemented in 2005/2006.

- Assigned to Public Service Team and Information Technology Division.
- Information Technology Division's 2005-06 plan included purchase of network equipment and wi-fi access points to support staff wireless at 18 library locations and public wireless at ten library locations.
- Wireless access trial service for the public established on the fourth floor of the Main Library, May, 2004.
- Full wireless access for the public offered throughout the Main Library, effective April, 2005.
- Wireless access for the public implemented at Mission, Park, Presidio, Bayview, Anza, Visitacion Valley, January, 2005; Eureka Valley and Chinatown, March, 2005; Excelsior, June, 2005; Parkside and Ortega, August, 2005; Merced, November, 2005; Ingleside, May, 2006; Mission Bay, June, 2006; Golden Gate and North Beach, July, 2006.
- Wireless access for staff implemented at Richmond, December, 2004; Parkside, Ortega and Merced, December, 2005; Main Library, 2005; Mission Bay, March, 2006; 190 9th Street, Chinatown, Presidio, May, 2006.

4.1.3 Explore staff use of emerging technologies, such as headsets and hand-held devices, to enhance public service opportunities. Develop recommendations by January 2005.

- Assigned to Public Service Team, Technology Users Group and RefNet.
- Researched and found that technology not currently available to bring catalog and library resources to mobile devices.

4.2 Provide remote access to library services, including information resources and materials, so residents may use the Library from their home or office anytime day or night.

- Re-designed SFPL website; launched July, 2003.
- Re-designed Online Public Access Catalog; launched November, 2004.
- Reserves system enhanced to allow patron to change pickup location and freeze reserves while on vacation, spring, 2006.
- Featured lists of new books and media launched, spring, 2006.
- Courtesy notices, which alert users of items due in a couple of days, launched February, 2006.
- Telephone Notification Service (TNS) alerting patrons of hold pickups and overdue materials, implemented March, 2006.
- WebBridge, which provides links from within the online catalog to external resources, launched January, 2006.

4.2.1 Continue to develop services for electronic users and potential online users by making all procedures to access library services available in an electronic format. Services will include but are not limited to online library forms (homebound, library card application, suggestion form, and comment form) so that services provided within library facilities are also fully available to online users. To be completed by June 2004.

- Assigned to Public Services Team and Information Technology Division, 2004-05.
- Homebound module used for creating reading lists for Books by Mail patrons implemented, 2004.
- Self-Service Task Force established to examine, explore and recommend technologies and other products and services that would expand and enhance library users' self-service options, July, 2005.
- Millenium Online Patron Registration module purchased, January, 2006. To be implemented 2006-07.
- Millenium E-commerce options explored, 2006. To be implemented 2006-07.

4.2.2 Continue to develop the Library's website as the primary means of electronic access to information in order to ensure quick and easy retrieval of resources.

- Assigned to Public Services Team and Information Technology Division, 2004-05.
- Information Technology division created a web services unit, 2004-05.
- WebEvent, an online calendar system for staff and public, launched August, 2005.
- Teen web pages redesigned, August, 2005.
- Staff intranet (StaffNet) undergoing reorganization and redesign, 2006.
- Online exhibitions introduced: 125th Library Anniversary, June, 2004; *Amusing America*, September, 2004; *Picture This*, September, 2005; *Out at the Library*, June, 2005; *Reversing Vandalism*, February, 2005.

4.2.3 Remain diligent in insuring that persons with disabilities have access to all collections and services.

- Assigned to Public Services Team, Access Services and Information Technology Division.
- ADA workstation software in the Main Library upgraded and added to the public PC booking and timeout system; completed April, 2005.
- ADA accessible CPU's and software were updated; completed May, 2005. Upgrades for monitors and other assistive technology is budgeted / planned for 2006-07.
- E-Book collections and electronic audiobook collections enhanced, 2004-05.
- The new Mission Bay Branch Library features an up-to-date ADA workstation which will serve as a model for other renovated branch libraries. Assistive technology includes a wheelchair-accessible push-button, adjustable-height table that holds a state-of-the-art CCTV (a device that scans and enlarges print text on a screen for people with low vision) and a computer with a large monitor, a large-type keyboard and ZoomText software (providing text enlargement and simple screen-reader technology for people with low vision.) Opened July, 2006.

5. Renovate facilities to reflect the unique characteristics of the neighborhoods they serve and to enhance the library as an inviting and useful place to visit. [Goal 1]

5.1 Enhance teen services, a recognized age group that is currently underserved, by creating unique physical spaces in appropriate library facilities.

- Assigned to the Office of Children and Youth Services (lead), the Branch Bond Team, and the Community Outreach Task Force.
- This is being accomplished on a branch by branch basis.
- All branches designed with dedicated teen spaces, including increased collections, space and visibility; to date: Bernal Heights, Excelsior, Glen Park, Ingleside, Marina, Mission Bay, Noe Valley, Portola, Richmond, Sunset, West Portal, and Western Addition. Ongoing.

5.1.1 Engage the community, particularly teens, in the local neighborhood to gather input as part of the community needs assessment for the degree of emphasis for teen services in their local library facility. To be completed prior to facility renovation.

- Assigned to the Branch Bond Team, the Office of Children and Youth Services, and the Community Outreach Task Force.
- Outreach done to Boys and Girls Clubs, neighborhood Beacon Centers, Recreation and Park facilities, YMCA and schools, Excelsior Youth Center and AIM High School. Ongoing.
- Teen Advisory Council members invited to attend BLIP community meetings. Ongoing.
- Community meeting held in Martin Luther King Middle School in Portola neighborhood to determine user needs for new libraries, January, 2003.
- Focus groups for students and parents conducted at Thurgood Marshall High School for Portola and Bayview and at Martin Luther King Middle School for Portola.

5.2 Design environments that encourage a positive physical experience to browse, sit, read and study.

- Assigned to the Branch Bond Team
- COB staff established standards for furniture and signage.

5.2.1 Establish a staff task force to develop system-wide guidelines for creating a positive experience for library users across the system (coordinate with 17.2.1). Guidelines to be implemented by January, 2005.

- Self-Service Task Force established to examine, explore and recommend technologies and other products and services that would expand and enhance library users' self-service options, July, 2005.
- Self-Service Task Force developed RFP for upgraded self-check equipment for purchase. Issued April, 2006.
- Demonstrations and interviews held with top ranking vendors, June, 2006.
- Final selection contract negotiations to be held July, 2006.

5.3 Develop long term facility maintenance plan by November 2003 for implementation in 2004/2005.

- Assigned to the Branch Bond Team and Director of Operations.
- Facilities maintenance needs projections summarized, November, 2003.

6. Provide opportunities for library users to learn how to use the Library's catalog, databases and Internet resources, and to develop their research and computer skills. Emphasize responding to the needs of special population groups, as appropriate. [Goal 2; Goal 3]

6.1 Ensure that persons with disabilities have easy access to information by upgrading ADA-compatible workstations as new technology becomes available, as well as designing online access to library resources for persons with disabilities.

- Assigned to Information Technology Division and Access Services (lead).
- ADA workstation software in the Main Library upgraded and added to the public PC booking and timeout system. Completed April, 2005.
- ADA accessible CPU's and software updated. Completed May, 2005. Upgrades for monitors and other assistive technology and furniture is budgeted / planned for in 2006-07.
- E-Book collections and electronic audiobook collections enhanced, 2004-05..
- BLIP projects will continue to address this need on a case-by-case basis. The new Mission Bay Branch Library features an up-to-date ADA workstation which will serve as a model for other renovated branch libraries. Assistive technology includes a wheelchair-accessible push-button, adjustable-height table that holds a state-of-the-art CCTV (a device that scans and enlarges print text on a screen for people with low vision) and a computer with a large monitor, a large-type keyboard and ZoomText software (providing text enlargement and simple screen-reader technology for people with low vision.) Branch opened July, 2006.
- Excelsior Branch Library equipped with ADA compatible furnishings; reopened July, 2005.

6.2 Provide focused training opportunities to support the development of technology skills of seniors. Develop partnerships with community and civic groups to facilitate and broaden the array of training opportunities available for seniors. To begin by June, 2004 and become ongoing thereafter.

- Training managed by Information Services and Chief of Branches.
- Ocean View offered computer training in second floor lab and works with the community to provide relevant technology training to a variety of age groups, 2004-present.
- Chinatown presented SeniorNet computer training for seniors, funded by a grant from the Friends of the Library, 2004-2006.
- Excelsior began computer training for seniors, 2006.
- Information Services monthly catalog and Internet classes are comprised of many seniors. Special training sessions have been set-up for senior groups. Ongoing.

6.3 Continue to train staff in instruction techniques and subject-specific topics to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

- Assigned to Staff Development Committee, RefNet, Adult Services Meetings and Human Resources (HR will research and develop training with input from these stakeholder committees).
- Human Resources training staff works with staff training committee, IT training Coordinator, City Human Resources training staff, Department

of Public Health employees, and others to maintain a varied core group of ongoing classes and workshops while also developing new training opportunities to meet newly identified training needs; ongoing.

- The Library Quarterly Training Schedule now offers nearly 50 training opportunities every quarter. Increased number of Health & Safety sessions offered, including Anger Management, Stress Management and Difficult Customer workshops, 2004-06.
- New Infopeople training offered, including Survival Skills for First Time Library Supervisor, Library Supervisors Tips and Tricks, and daylong sessions on online search techniques, online reference sources, conflict resolution, and Survival Spanish for Library Staff; 2004-06.
- Infopeople offered a new long-term Library Leadership series, commencing July, 2006.
- Harassment Prevention workshops mandated by State law presented by Department of Human Resources, with additional sessions offered to non-supervisors, 2005-06.
- New supervisory training developed by Department of Human Resources. To be implemented 2006-07.
- City University, a partnership with the City, City College, San Francisco State University, the Chamber of Commerce, and other organizations and institutions, to offer management, business, communications and other courses. Program created Spring, 2006; courses for library employees offered through San Francisco State University's downtown campus, Summer, 2006; ongoing.
- Greater Bay Area library training coalition offered a variety of opportunities, including the Future of Libraries conference, September, 2005; a diversity workshop on how to better work with people of all ages in our multi-generational workplace, January, 2006; and a Support Staff training day, Spring, 2006. A second Future of Libraries conference is scheduled for Fall, 2006 at SFPL.

7. Improve collaboration and communication with educational institutions and preschools to position children and young adults for school and life success. [Goal 2]

7.1 Create learning opportunities for educators and students to incorporate comprehensive instruction on using library resources, including books and materials, and in all formats.

- Assigned to the Office of Children and Youth Services.

7.2 Expand library outreach programs with San Francisco Unified School District to incorporate new partnerships in learning and reading among the youth in the City.

- Assigned to the Office of Children and Youth Services
- Major exhibitions incorporating comprehensive outreach efforts to schools included *Long Walk to Freedom,* January – March 2003 and *Choosing to Participate,* January – March, 2005; the citywide reading program *One City One Book* also incorporated school outreach strategy, September-October, 2005 and September-November, 2006.
- SFUSD teachers attended classes on library resources for students, including online homework help, electronic databases, GLBT Center and S.F. History, November, 2004; October, 2005; March, 2006.

7.2.1 Create cooperative agreements with key schools to more fully integrate lifelong learning opportunities for children and youth. To be completed by January 2005.

- Assigned to the Office of Children and Youth Services.
- Four cooperative agreements reached between the following branch libraries and schools for purposes of Prop 14 applications: Ingleside (Aptos Middle School); Ortega (A.P. Giannini Middle School and Sunset Elementary School); Portola (Martin Luther King Middle School and E.R. Taylor Elementary School; and Visitacion Valley (Visitacion Valley Middle School and Visitacion Valley Elementary School), which will be used as templates for additional agreements; completed January, 2004
    - In fulfillment of Family Literacy support agreement, the Library implemented Every Child Ready to Read, April, 2006.
    - For Homework Help, the Library provides designated space and resources, including online and live tutoring; Schools will promote program and the Library goal of all students acquiring library cards; both agencies will collaborate on parent programs, volunteer training and orientation for parents and school staffs.

7.2.2 Enrich the content of formal education by supporting class visits to library facilities as well as library staff regularly visiting classes at strategic times during the school year. Outreach strategy to be developed and implemented by fiscal 2004/2005.

- Assigned to the Office of Children and Youth Services.
- 1654 classes totaling 32,190 students visited the library; children's and teen librarians visited 961 classes, totaling 31,412 students; completed 2003-04.
- 1614 classes totaling 31,742 students visited the library; children's and teen librarians visited 1317 classes, totaling 34,830 students; completed 2004-05.
- 1,487 classes totaling 31,984 students visited the library; children's and teen librarians visited 1,191 classes, totaling 36,703 students; completed 2005-06.
- Number of students reached increased by 16.8%, 2003-06.

8. Improve programs and services for residents for whom English is not their native language. [Goal 2; Goal 3]

8.1 An overall system-wide outreach strategy will be developed by staff and administration that will provide the umbrella structure to enable staff at each library facility to implement targeted programs and services to respond to the needs of residents in their neighborhood for whom English is not their native language. Outreach strategy to be developed and implemented by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Computer classes in Cantonese and Mandarin offered at Chinatown, 2003- present.
- Intermediate computer classes in Spanish offered at Main, January, 2005 -present.
- External translation services added to increase amount of materials offered bilingually, effective 2004-05.
- Spanish book talks presented at Mission High School (Gente y Cuentos), October, 2004-2006. To be expanded to two new schools, fall, 2006.

- Voice/phone system offered in Spanish, Cantonese, Mandarin, Japanese and/or Russian in 10 branch libraries, effective fall, 2005. Ongoing.

9. Provide opportunities for residents to attend and participate in a wide variety of library programs designed to contribute to the individual learning experience. [Goal 3]

9.1 Document the history of San Francisco by expanding community history collections celebrating the uniqueness of neighborhoods. Incorporate into outreach strategy to be developed and implemented by 2004/2005.
- Incorporated into the scope of the San Francisco History Center.
- Shades of San Francisco extended to selected San Francisco neighborhoods: *Shades of Ocean View*, August, 2003; *Shades of Sunset* photo collection day, Ortega Branch, April, 2004; *Shades of Mission* exhibition, Mission Branch, May -September, 2004; *Picture This* exhibition of four Shades neighborhoods, Main Library, September - December, 2005.
- San Francisco History Center hosts multiple small exhibitions on topics of historical interest to the city at large: *Driving San Francisco*, July-August, 2003; *Harvey Milk, 1930-1978,* November, 2003-January, 2004; *November 1978: Moscone, Milk & Jonestown*, November, 2003-January, 2004.
- *Remembering Harvey Milk* exhibit on display at Eureka Valley/Harvey Milk Memorial, November, 2003-January, 2004.
- *Digging Deep* exhibition in Main's Grove Street foyer tells history of site of Main Library; opened June, 2004.
- Branch history panel displays created for 13 branches as part of 125th anniversary celebration, June, 2005.
- Multiple 1906 Centennial programs and exhibitions presented at Main, March-April, 2006.
- Bernal Heights co-sponsored historic neighborhood photographs and maps display, April, 2005.
- Inventory of neighborhood newspapers in San Francisco History completed, 2004-05. Developing plans for long-term preservation and indexing.
- Mission Bay archaeological history exhibition opened July, 2006.

9.2 Enhance the availability of neighborhood photographic archives by digitizing the photographs and making the collections available through the Library's online catalog.
- Ongoing project of Information Technology Division and San Francisco History Department.
- An additional 2,625 photos have been added to the online database of historical photographs, January, 2003 – July, 2006.
- New photo scanning service for patrons to purchase historical photos implemented; S.F. History completed 551 scan orders for this new service, with a total of 1,904 photos provided to the public, January 2003 – July, 2006.
- *Picture This, Family Photographs of Everyday San Francisco,* an online exhibition of neighborhood photographic archives, includes 150 images drawn from a collection of photographs shared by community members from the Western Addition, Ocean View/Merced/Ingleside (OMI), Mission and Sunset neighborhoods; September, 2005 – present.
- Neighborhood Branch Libraries' history documented through two online historical exhibitions created as part of the Library's 125th Anniversary celebrations: The *Library Timeline* presents a history of the San Francisco Library system from 1877 through the

2004; the *Then & Now Photo Scrapbook* features historical and contemporary photographs of the Branch Libraries; April, 2005 – present.

- Co-sponsored *Amusing America*, the premiere exhibition of the San Francisco Museum and Historical Society at Pier 45 on Fisherman's Wharf, with support from the California State Library; August, 2004 - present. SFPL exhibited online version, September, 2004-present.

9.3 Expand in-library programs and events such as book talks, book groups, story hours, literacy training, and job fairs to increase personal learning and growth opportunities for library users. Outreach strategy to be developed and implemented by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- New and ongoing library programs offered in branches and Main, 2003-06; programs included trainings, lectures, panel discussions, author readings, exhibition opening programs, films, book clubs and reading groups and more.
    - Number of adult programs offered in branches and Main was 801 programs 2003-04; 1,059 programs in 2004-05; and 820 programs in 2005-06.
    - Attendance at programs was 34,271 in 2003-04; 37,554 in 2004-05; and 33,604 in 2005-06.
- New and ongoing children's and teen programs offered in branches and Main, 2003-06; programs included story times, media programs, lectures, author events, science events, musical and other cultural events.
    - Number of children's and teen programs offered in branches and Main was 3,041 programs in 2003-04; 3,380 programs in 2004-05; and 3,994 in 2005-06.
    - Attendance at children's and teen programs was 103,516 people in 2003-04; 112,759 in 2004-05; and 116,114 in 2005-06.
- Library sponsored City-wide reading program One City One Book; June- November, 2005 and 2006.
- Library sponsored City-wide reading program On the Same Page; monthly, ongoing from November, 2005.
- The Public Training Program coordinated by the Information Services unit of the Main Library offered three new classes, Intermediate Word, Advanced Searching of Subject Databases and Beginning E-mail, in addition to ongoing classes. Attendance increased by 16%, 2005-06.

9.4 Enhance and maintain the depth of Main Library research and special collections to assist researchers and identify other collections that are of interest to significant segments of the community.

- Assigned to the Office of the Chief of Main Library
- Budgets enhanced for San Francisco History, Special Collections and Hormel Center as well as subject units, 2005-06 and 2006-07.
- Main Library subject units will purchase enhanced materials in 2006-07 in areas identified in the Library Satisfaction Survey, November, 2005.
- Most of Main collections were analyzed by a software program of OCLC, 2003-04 & 2004-05 and earlier.
    - Analysis will be used to help maintain depth of the collections, 2006-07 and beyond.
    - Results of analysis to be incorporated into the updated Collection Development Plan, to be completed 2006-07.

9.5 Affinity centers were developed as part of the Main Library service program in the early 1990's in recognition of the diverse community that we serve and to provide collections and services that are of great interest to specific segments of our community. In order to build on the initial foundation and current programming of the centers, reinvigorate and further develop collections and programming integral to the Affinity Centers in the Main Library. Engage scholars, community members, donors and other stakeholders to develop a vision statement and service plan for each center.

- Assigned to the Office of the Chief of Main Library.
- Worked cooperatively with the Friends of the San Francisco Public Library to support this effort, 2003-06.
- Exhibitions and programming staff worked closely with Affinity Center managers to sponsor programs, exhibitions and provide outreach to the public, 2003-06.
- *Out at the Library: Celebrating the James C. Hormel Gay & Lesbian Center* exhibition represented the most in-depth curating of the Hormel collection for public viewing since the inception of the Center; on view at Jewett Gallery and James C. Hormel Center, Main Library and Eureka Valley/Harvey Milk Memorial Branch Library, June- October 16, 2005; *Out at the Library* online exhibition on view www.sfpl.org, 2005- present; *Out at the Library* traveling exhibition on view at Lesbian Gay, Bisexual & Transgender Community Center, New York, NY, Feb. 23-April 25, 2006; Provincetown Public Library, Provincetown, MA., May 10-June 8, 2006; Atlanta-Fulton Central Library, Atlanta, GA, June 21-Sept. 7, 2006; Swarthmore College Library, Swarthmore, PA, Sept. 25-Nov. 3, 2006.
- Highlights of smaller exhibitions sponsored in the Affinity Centers included (partial list): *One Black Day – My Race, my Grace; Envisioning the Classics with Color: The African American Shakespeare Company; Peace Corps In Africa; Why We Celebrate: Black GLBT Pride; Black Artist Impressions of Fatherhood; Dorothy Starr Music Collection; We Love You Alice B. Toklas; The Art of Photocollage; Ballet Mori & More; Chinese Painting and Calligraphy by Wang Huiqi; Photographic Showcase of Inner Mongolia and Northeastern China; Unsung Opera: Chinese Opera in the US; Filipino Heroes; Book Exhibition: Donation by Fidel V. Ramos, former president of the Philippines; Alcala Legacy; Rick Rocamora; Jose Rizal exhibit; Unfurling Pride: Gilbert Baker's Rainbow Flag turns 25; Reversing Vandalism: Destroyed Books turned into Art; Queer Movie Poster Show; Out at the Library; Min-Sok: Korean Heritage in San Francisco; The 1944 Warsaw Uprising; United Nations 60th Anniversary; Hetch Hetchy; From Scotland to the Sierra: The Life of John Muir.* On display in Affinity Centers, 2003-06.
- Collaborated with many local organizations, 2003-06 (see partial list in 10.1).
- Collections in various Affinity Centers have expanded. The Chinese Center purchased bilingual dictionaries and encyclopedias, works in English on Chinese medicine, art, history & religion. The Filipino Center has added books on the modern history of the Philippines, the Filipino American experience, materials in Tagalog & other languages spoken in the Philippines, and a series of titles published in the Philippines donated by the President of that country. The Stegner Center has added more San Francisco Bay Area & California environmental magazines and circulating titles on practical ways to help the urban environment. The Hormel Center increased circulating titles on transgender issues, teen sexuality and the history and culture of the gay community. The African American Center has added titles on the history of African Americans in San Francisco Bay area and California, biographies on prominent and little known African Americans, histories of African countries and the trends in immigration. Suggestion forms filled out by patrons using the Centers for titles not included in the collections have

influenced this expansion. Local organizations and performers who have collaborated with the Centers have also donated titles or money for the collections. 2003-2006.

10. Continue to enhance programs that support the Library's role as a clearinghouse for cultural and educational programs, events and exhibitions. [Goal 5]

    10.1 Ensure that San Franciscans are aware of the full array of library collections and services available by expanding the Library's outreach strategy throughout the City and in collaboration with selected partners in the community.

    - Incorporated into the scope of the Community Outreach Task Force.
    - Exhibition proposal forms were made available online on Library's website, September, 2003.
    - Program proposal forms were added on Library's website, April, 2006.
    - Program proposal form to be available on web January 2006.
    - **Programming Partners 2003-2006** (partial list**):** African American Cultural & Historical Society; Afro Solo Theater Company; American Conservatory Theatre; American Institute of Architects, SF; Animundi Dance Company; Asian Art Museum; Asian Pacific Islanders Legal Outreach; Bay Area Friends of Tibet; Bay Area Video Coalition; Book Club of California; California Center for the Book; California Council for the Humanities; California Historical Society; City Lights; Committee for Human Rights in the Philippines; Committee of 100 for Tibet; Copper Canyon Press; Deaf Visual & Performing Artist; Early Recorded Sound Archives; Earth Island Institute; Exploratorium; Flying Angels Chinese Dance Company; Frameline; Half n' Half: Adult Children of Deaf Parents; Healthy Peoples Library Project; Heyday Books; Iconoclast Black Films; Irish Arts Foundation; ITVS: Independent Television Service; Jewish Music Festival; Kearny Street Workshop; Kundirana Filipino Dance Company; KQED; Lambda Literary Awards; Litquake; LYRIC; ManilaTown Heritage Foundation; Mei Lan-fang Society; Multicultural Music Fellowship Harp Musicians; National Asian American Telecommunications Association; National Poetry Association; New College of California; NORCAL; Northern California Independent Booksellers Association; Poetry Flash; Poets for Peace; Polish Arts & Culture Foundation; Project Bandaloop Dancers; Public Utilities Commission; Robert Moses Kin Dance Company; San Francisco Ballet; San Francisco Center for the Book; San Francisco Department of the Environment; San Francisco Department of Recreation and Parks; San Francisco Dyke March; San Francisco Opera Guild; San Francisco Poetry Center; San Francisco Writers Grotto; Tibetan Youth Congress; Taipei Economic and Cultural Foundation; Wells Fargo Bank; William Saroyan Literary Foundation International; The Working Group; ZYZZYVA, SFUSD; Bay Area Discovery Museum; California Academy of Science; Center for the Art of Translation; Children's Book Press; Hear of the Forest Renaissance Faire; Mission Learning Center; River of Words; SF Chamber Orchestra; SF Giants; SF 49'ers; SF Zoo; Word for Word Performing Arts Company; World Arts West; Young Audiences of Northern California; Zeum; SFUSD Youth Arts Festival; Week of the Young Child; Jing Mo Athletic Association; California Pacific Medical Center - Pediatric; Kaiser Hospital – Pediatric; UCSF Medical Center – Pediatric; Cultural Service of the French Consulate of SF; San Francisco SPCA; Marine Mammal Center; USF School of Education; Writerscorps; LYRIC; Colored Ink of Brava Theater; Community Network for Youth Development; GSA Network; Bay Area Video Coalition

      Exhibitions Partners 2003-2006 (partial list): African American Shakespeare Company; Beach Blanket Babylon; The Caxton Club of Chicago; Chinese Consulate General of San Francisco; City College of San Francisco; Community Works; Creativity Explored;

Eldergivers; European American Issues Forum; Facing History and Ourselves; Friends of Calligraphy; GLBT Historical Society; S.F. Gay Men's Chorus; Hand Book Binders of Northern California; John Muir Trust of Scotland; Kearny Street Workshop; Korean Institute; Leather Archives of America; Mexican Consulate; National Steinbeck Center; NCCIL (National Center for Children's Illustrated Literature); Pacific Center for the Book Arts; Peace Corps; Sanitary Landfill Company; San Francisco Department of Parks and Recreation; San Francisco Planning and Urban Research Association; SITES (Smithsonian Institution Traveling Exhibition Services); Sixth Street Photography Workshop; Umbrage Editions; United States Holocaust Memorial Museum; Visual AID; Voices and Visuals; El Dia de los Ninos Rooftop School Little Star Preschool; Pam Munoz Ryan manuscripts and illustrations for the Effie Lee Morris Lecture; Center for the Book; River of Words; SF Dental Society; Feather Boa Group (authors and illustrators)
Organizational Partners 2003-2006 (partial list): American Association of Museums; Arts Education Roundtable; California Association of Museums; Cultural Connections – Northern California Museum Educators; GLBT Historical Society

10.1.1 Establish a staff task force to develop guidelines and specific targets for expanding outreach with a focus on reaching new residents from other countries, economically disadvantaged people, and persons with disabilities. Outreach strategy to be developed and implementation begun by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Community Outreach Task Force recommended enhancement of outreach services to the community as part of interim services during branch closures through reallocation of staff from closed branches, December, 2005.
- Community Outreach Task Force recommended further study to identify priorities prior to developing a plan to better coordinate system wide outreach activities, January, 2006.
  - Consultant survey and study initiated June, 2006; to be completed fall, 2006.

10.1.2 Increase representation at street fairs and other community events to encourage neighborhood involvement and to promote library services throughout each year. Incorporate into outreach strategy to be developed and implementation begun by 2004/2005.

- Incorporated into the scope of the Community Outreach Task Force.
- Children's and Teen Services participated in Preschool Preview Night, September, 2005; El Dia de los Ninos, April 30, 2005; Family Day, October, 2005; Zoo Fest, June, 2006; Youth Arts Festival, June, 2006; SFUSD Child Care Resource Fair, PUC Halloween Faire, October, 2005; Salvation Army Back to School Event, August 13, 2005; Young Women's Conference, November, 2005; SHPD ExCel After School Program, August, 2005; City Hall Arts Resource Fair, August, 2005; Summer Resource Fair, March, 2006; Week of the Young Child event, April, 2006.
- Increased participation in neighborhood street fairs: Asian Pacific Heritage Festival, 2006; Bernal Fiesta on the Hill, 2004-06; Excelsior Festival, 2003-2005; Glen Park Festival, 2003 -2005; March Gladness, 2004-2005; OMI Family Festival, 2005-06; Portola Merchants Fair, 2003-06; Sunset

Community Festival, 2003, 2005; Sunset Moon Festival, 2005; and Visitacion Valley Fair, 2004-06.

- Project Read participated in Juneteenth Festival, 2003, 2004, 2004; Sunset Community Festival, 2003, 2004, 2005; and Bernal Fiesta on the Hill, 2003, 2004, 2005.
- Children's bookmobile and Branch Bond Bookmobiles outreach to street fairs, parades and other events.
- Participated in Pride celebration with Out at the Library/Hormel Center booth, June, 2005.

Lifelong Learning: Collections

11. Inspire library users and potential users with the joy of reading and learning as core values. [Goal 3]

11.1 Support the individual learning experience by developing and maintaining an extensive collection of books and library materials in a variety of formats on a wide array of topics in an easily accessible manner.

- Assigned to the Collection Development Office (CDO), Office of Children's and Youth Services (OCYS) and the Public Service Team.
- The Collections Committee convened to re-write Collection Development Plan, September, 2005 –present.
- Established branch collection goals as part of opening day collections for branches participating in BLIP; ongoing.
- Added downloadable audio books from Recorded Books, January, 2006.
- Added downloadable eBooks to the existing collection of eBooks, April, 2006.
- Added a large collection of computer technology eBooks, January, 2006.
- Added electronic databases, 2003-2006.
  - Databases added in 2005-2006: Library, Information Science & Technology Abstracts (LISTA), May, 2006; Fiction Connection, March 2006; MARC records for all full-text electronic journals, January 2006; GLBT Life with Full Text, Novelist, Novelist K-8, December, 2005; Ancestry Library Edition, HeritageQuest Online, ALLDATA Online, November, 2005; Qikan Chinese Magazines, Eastview Central Russian Newspapers, August, 2005.

11.1.1 Establish collection goals to reflect the outcomes generated from 15.1.1 and ongoing community input at the local level that is included in the community needs assessment (15.1.2). To be ongoing beginning in fiscal 2004/2005.

- Assigned to the Collections Committee, CDO, OCYS and the Public Service Team.
- Collection Development Plan Task force convened to update Collection Development Plan and establish collection goals, July, 2005 - present.
- Library Satisfaction Survey targeted collection evaluation; December, 2005 – January, 2006.
- Tracking and analyzing collections enhanced by creating lists in Millennium, our integrated online system (ILS). Staff training opportunities increased on how to create lists and use them for specific collection development purposes. Ongoing.
- BLIP Collection Development Task Force meets bi-monthly or quarterly to discuss and recommend ongoing improvements to collection development during closings and openings of branches. Ongoing.

11.1.2 Enhance the collections of materials that reflect the linguistic goal of 10% of book and materials collection budget dedicated to books in languages other than English. This goal is driven by detailed analysis of demographic make-up of each neighborhood. Develop a strategy in 2003/2004 to reach this target in 2005/2006.

- Assigned to the Collections Committee and the Public Service Team.
- Budget for international languages increased, 2004-2005; 2005-2006; 2006-07.
- Chinese and Russian language materials enhanced for selected neighborhoods through State Library Global Languages Materials Grant of $100,000, 2004-05.
  - Subscribed to a Russian language newspaper and a Chinese language periodical/newspaper database, effective 2005-07.
- Demographic profiles created for each of the branches undergoing renovations under the Branch Library Improvement Program (BLIP), 2003 - present. More detailed profiles created for the 6 branch applications submitted to the state for Prop 14 awards, 2003 - 04.
- Presidio International Languages Collection established in the lower level of Presidio Branch to include Japanese language materials from Western Addition and Russian and Chinese materials from Richmond branch; October, 2006.
- Expenditures in non-English languages for books and audiovisual materials were $517,077 and for non-English databases were $31,300 for a total of 8% of budget, 2005-06.

11.1.3 Continue to develop access to Library website in Spanish and Chinese and plan for access in Russian, Japanese and other languages.

- Assigned to Information Technology Division.
- Launched a Chinese version of the website, July, 2003.
- Launched a much improved Spanish version of the website, July, 2003.
- Launched a Chinese version of the online public access catalog, September, 2003.
- Unable to implement Russian or Japanese web pages at this time due to lack of availability of bibliographic records in Cyrillic and Japanese characters.

12. Facilitate the public's ability to effectively use new materials and technologies to enhance research skills and stay abreast of trends in the delivery of information. [Goal 2]

12.1 Provide expanded technology opportunities for self-directed learning.

- Assigned to Information Technology Division for infrastructure support and access.
- Assigned to Human Resources for programs.

12.1.1 Ensure that the Library's technological infrastructure and systems support the development of a comprehensive online learning environment in a variety of subject areas and incorporating the highest attainable quality of learning aids such as online tutorials, pathfinders, webcasts, and/or web links to tutorials in a variety of subjects that will facilitate users access and learning. To begin by June 2004 and ongoing thereafter.

- Live homework assistance for children, grades 4-12, in math, science, English and social studies provided through Tutor.com's Online Homework Help program, 2003-2006.
- Assistance provided in Spanish as well as English for math and science, 2003-2006.
- Usage grew 491% in three years, with over 3,000 students utilizing the service in 2003-2004, 8,000 students utilizing the service in 2004-2005, and 14,744 students benefiting in 2005-06.
- Over 40 new pathfinders developed on Main Library department web pages, such as SF Archives and Manuscript Collections, Bay Area Musicians and Performing Artists Index, The Irish and Irish Americans: Selected Resources, Common Law Trademark Sources, Finding Jobs and Careers on the Internet, Find Out! Resources for LGBT, Queer and Questioning Teens. 2003-06.
- The Reference Committee developed a pathfinder template, spring, 2006.

12.2 Expand the Library's program of instruction to include subject-specific topics.

- Assigned to Staff Development Committee, RefNet, Information Services (as coordinator of public training), Media Services and Human Resources (HR will research and develop training with input from these stakeholder committees)

12.2.1 Train staff in instruction techniques and subject-specific topics and provide the technological infrastructure and systems to enable staff to provide relevant classes and one-on-one guidance to users. Enhanced training program to be incorporated into the 2004/2005 Library budget.

- Assigned to Human Resources.
- Infopeople's Training the Trainer series offered along with more focused sessions on topics including teaching library patrons to use Microsoft Word. Subject-specific courses through Infopeople included "Consumer Health Online," "Helping a Library User Look For Work," and sessions on children's and teens services.
- Children's Creative Center infrastructure upgraded to support programming use with computer compatible technology, 2005-2006.

13. Create vibrant learning environments to encourage use of the Library as a center of learning and fostering a climate of learning and reading. [Goal 3]

    13.1 Create reading areas and/or study space to increase the usability, quiet study opportunities and comfort of library facilities by the completion of the Branch Library Improvement Program.
    - Assigned to Branch Bond Team and COB
    - Implemented on a branch by branch basis as part of design. Ongoing.

        13.1.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for reading areas and/or study space.
        - Assigned to Branch Bond Team and COB.
        - Multiple community meetings for each project provide local neighborhood input. Ongoing.
        - Survey tool is used in each community to gather input on services for each construction project. Ongoing.

    13.2 Create flexible Program Rooms, incorporating opportunities for learning labs and homework assistance, in at least 70% of library facilities by the completion of the Branch Library Improvement Program.
    - Assigned to Branch Bond Team.
    - Option for inclusion of a program room evaluated on a branch by branch basis, including community input on relevance for their community. Ongoing.
    - Program rooms have been designed for Bernal, Excelsior, Glen Park, Ingleside, Noe Valley, Ocean View, Park, Portola, Potrero, Presidio, Richmond, Sunset and Western Addition Branches.

        13.2.1 Engage the community in each local neighborhood to gather input as part of the community needs assessment on optimal use of library space for library programs.
        - Assigned to Branch Bond Team.
        - Multiple community meetings for each project provide local neighborhood input. Ongoing.
        - Survey tool used in each community to gather input on services for each construction project. Ongoing.

14. Continue to enhance programs that support the Library's role as a clearing house for cultural and educational programs, events and exhibitions. [Goal 5]

14.1 Continue to partner with community, arts, educational, corporate~~,~~ and cultural institutions in San Francisco and the Bay Area. Enhance the information and referral services provided by the Library about those agencies. To be completed by September 2005. (Reviewed and determined to be ongoing.)

- Assigned to the Office of Communications, Collections and Adult Services, effective July, 2004.
- Adult Author/Performers contact list initiated in preparation for 125th Anniversary Celebration, for use by branches and Main Departments to sponsor public programs. This list is updated and modified on an ongoing basis, to include performer evaluations, date of appearances, etc. in addition to contact information; April, 2005 - present.

14.1.1 Continue to provide programs with partnering institutions such as schools, museums and the business community.

- Assigned to the Office of Communications, Collections and Adult Services, Office of Children and Youth Services, and Main Library subject departments.
- New community partners developed on an ongoing basis; partial list 2003-06: *see 10.1.*

14.1.2 Increase the Library's visibility as a key stakeholder in the network of community, arts, educational and cultural institutions through the Library's San Francisco Community Services Directory program.

- Assigned to the Information Technology Division.
- The Directory is updated on an ongoing basis. Every entry is evaluated at least once per year via staff contact with the individual agencies to verify the information.
- 251 new records were created in the Directory, bringing total to 1,790 records, 2003-2006.
- 3600 information updates were made to existing Directory records, 2003-2006.

14.2 Assist local residents and reach out to potential users in search of current information and events by developing and maintaining web exhibits featuring local activities, current interests and library services. To be implemented by June 2004.

- Assigned to the Office of Communications, Collections and Adult Services and Information Technology.
- Web Team training dedicated for online exhibitions included Infopeople's Dreamweaver MX, January, 2003; LearnIT Courses CSS (Cascading Style Sheets), March, 2003; Javascript, December, 2003 and May and July, 2006; Photoshop, July and August, 2006.

- Web exhibitions initiated in 2004, including five current online exhibitions: *Picture This, Family Photographs of Everyday San Francisco,* an online exhibition of neighborhood photographic archives, from the Western Addition, Ocean View/Merced/Ingleside (OMI), Mission and Sunset neighborhoods; September, 2005 – present; two online historical exhibitions created as part of the Library's 125th Anniversary celebration: The *Library Timeline* presents a history of the San Francisco Library system from 1877 through the 2004; the *Then & Now Photo Scrapbook* features historical and contemporary photographs of the Branch Libraries; April, 2005 – present; *Amusing America,* including images from the Panama Pacific Exhibition, Playland at the Beach, Chute the Chutes, Sutro Baths and more, September, 2004 - present; *Out at the Library,* celebrating the 10th anniversary of the founding of the Library's James C. Hormel Gay & Lesbian Center by highlighting its collection and offering a rare look into what an archives is and how it ensures the legacy of the gay, lesbian, bisexual and transgender communities, June, 2005; and *Reversing Vandalism*, featuring art created from vandalized books by multiple artists, September, 2004.

14.2.1 Train technology, exhibitions, and web staff in the Library's online system and web capabilities to initiate ongoing web exhibits.

- Assigned to Information Technology Division and Office of Communications, Collections and Adult Services in cooperation with Human Resources
- Web staff attends Learn It! classes for this specialized training.
- We have an active program of online exhibits and selected staff have been trained. Completed.

Current Topics and Titles: Collections

15. Ensure availability of books and library materials in an array of formats that are requested and needed by users. [Goal 4]

15.1 Solicit broad-based community input to ensure book and library materials' collections both in English and non-English languages in all facilities reflect community needs for current topics and literature in a variety of formats and languages.

- Incorporated into the scope of work of the Collections Committee. First convened September, 2005; ongoing.
- Staff committee created to help Collection Development Office look at, forward & answer email from users on suggested titles in all formats, Fall, 2004.
- *Suggest a title* feature of website moved to more prominent location, Fall, 2004.

15.1.1 Create a community based *Library Collection Development Advisory Committee* to facilitate communication of community needs and to explore the nature of collection development in an urban community. City Librarian to establish committee by January 2004, including stakeholders from Main Library Affinity Centers and other groups.

- The *Library Collection Development Advisory Committee* was not established.
- Staff committed to continuing the ongoing outreach to, and input from, the public to achieve these goals.
- Presentation and discussion on collection management with Council of Neighborhood Libraries, October, 2003.
- Presentation and discussion on collection management with Library Citizens Advisory Committee, October, 2005.

15.1.2 Continue to gather community input at the neighborhood level on desired collections and services for each facility.

- Incorporated into the scope of work for the Collections Committee.
- Library Satisfaction Survey targeted collection evaluation, December, 2005 – January, 2006.
- BLIP community meetings, written surveys and discussions between Branch managers and community members help determine community collection needs. Ongoing.

15.1.3 Evaluate data annually on the use of selected collections to continue to fine tune collection needs, adjusting funding assigned to specific collection areas as appropriate.

- Incorporated into the scope of work for the Collections Committee.
- Accomplished on a case by case basis by branch and Main selectors through "create lists" module on Millenium. Ongoing.

15.2 Respond to the expressed demand for books and library materials on current topics and titles.

- Assigned to the Office of Communications, Collections and Adult Services and OCYS
- Book budget enhanced by 30% since 2003 to $7.4 million, 2006-07.
- Collection Development Office monitors reserve lists; popular titles with heavy reserve lists are replenished on a system wide basis. Ongoing.

15.2.1 Institute a tracking system for reserve fulfillment to determine and improve reduction of wait time for requests of popular materials. To be established by January 2004.

  - Purchase Alerts program in Millenium which tracks reserves is now used to identify titles for rush order and rush processing, significantly improving reserve fulfillment.
  - Reserved titles sent directly to fill reserves rather than to branches and Main from Technical Services to expedite delivery to the user, effective July, 2005.

15.2.2 Establish library user self-service pick-up of reserve materials in selected locations by July 2004.

  - Assigned to Office of Chief of Branches and Chief of Main.
  - Self service pick-up of reserves implemented at Anza, Chinatown, Excelsior Golden Gate Valley, Ingleside, Main Library, Mission, Mission Bay, 2004-06.
  - Self service pick up of reserves to be incorporated into design for renovated and new facilities. Ongoing.

15.2.3 Expand options for notification of reserves to include telephone notification, as well as by the current options of email or regular mail. To be completed by June 2004.

  - Email notification implemented, January, 2004.
  - Reserve system enhanced to allow patron to change pickup location and freeze reserves while on vacation, spring, 2006.
  - Courtesy notices, which alert users of items due in a couple of days, launched February, 2006.
  - Telephone Notification Service (TNS) alerting patrons of hold pickups and overdue materials, implemented March, 2006.

15.2.4 Order more copies of popular titles in anticipation of reserve demands throughout each year.

  - Assigned to the Office of Collections, Communications and Adult Services.
  - Lists of high demand library materials reviewed weekly for purchase of additional copies. Ongoing.
  - Large print materials selection from branches coordinated centrally to better anticipate demand, effective July, 2005.
  - Computer and selected travel books ordered centrally for branches to meet high demand, effective July, 2006.

16. Provide library user self-help opportunities to facilitate ease of use of, and access to, literature and information. [Goal 4]
    - Incorporated into scopes of Self Service Task Force and Staff RFID Task Force.
    - Self-checks and self pick-up of holds added as branches are remodeled.

16.1 To facilitate library users' self-service check out of materials, as well as to improve inventory control and loss prevention, resulting in better public service, consider possible implementation of next-generation scanning technology (also known as RFID - Radio Frequency Identification) for books and other library materials, subject to Library Commission approval after a public hearing.

- Incorporated into scope of work of Staff RFID Task Force.
- Outcome of Staff RFID Task Force helped provide direction for the creation by the Acting City Librarian of the Library Technology and Privacy Advisory Committee, Spring, 2005.
- This committee held a series of meetings at which public comment was taken, April – October, 2005.
- The committee prepared *Radio Frequency Identification and the San Francisco Public Library: Summary Report*, October, 2005.
- The report and its recommendations were presented to the Library Commission, October, 2005.
- Funding for the key priority of a Privacy Audit approved in the 2006/2007 budget.

16.1.1 Sponsor a community forum to present information on RFID in libraries and engage the public in a robust dialog on the topic. An initial forum was completed in March, 2004.

- One or more additional public educational forums incorporated into the scope of the Library Technology and Privacy Advisory Committee, which remains a recommendation from the committee to the Library in their report.

16.1.2 Establish staff task force to research, analyze and make recommendations to Library Administration and the Library Commission regarding RFID implementation, including privacy issues.

- Staff Taskforce established, 2003-04.
- Taskforce compiled research that was posted on StaffNet, presented information at an All Staff meeting, participated in a public forum held in March, 2004, and made recommendations for implementation in 2004-05.
- Privacy Policy approved by the Library Commission, June, 2004.
- Library Technology and Privacy Advisory Committee made up of community experts and interested citizens was formed, 2004/2005.
- The Committee completed their report and presented it to the Library Commission, October, 2005.
- The 2006/2007 proposed budget includes funds to support conducting a Privacy Audit as recommended in the final report of the Library Technology and Privacy Advisory Committee's report, *Radio Frequency Identification and the San Francisco Public Library*, October, 2005.

16.1.3 Consider incorporation of funding for implementation as part of the 2004/2005 Library budget process with Library Commission approval. Implementation to begin in 2005/2006.

  - First year costs of $300,000 were recommended in the Commission-approved budget to the Board of Supervisors for 2004-05. However, due to mid-year budget re-balancing for all departments as directed by the Mayor, these funds were liquated in 2004-05.
  - $680,000 earmarked for RFID in 2005-06 budget as part of a multi-year rollout were redirected by action of the Board of Supervisors, July, 2005.
  - Alternative efficiency and self service opportunities identified for implementation, 2006-07.

16.2 Assist users in fulfilling their individual information needs by developing a *My Millennium* (formerly *My Library)* service for customized library services. To be implemented by September 2004.

- Assigned to Information Technology Division.
- Completed in April, 2004, with enhancements to continue over a period of time.
- Redesigned OPAC was introduced with Spanish and Chinese interfaces and an online interlibrary loan request form, November, 2004.
- Enhancements include offering Featured Lists, selections of new titles added to the San Francisco Public Library collection, December, 2005; implementation of telephone notification that enabled the ability for users to select their preferred method to receive library notices (e-mail, telephone, or print), March, 2006; launch of e-mail courtesy notices, which alert users when their checked-out items are about to be due, January and February, 2006; a "freeze holds" feature that provides the ability for users to temporarily take their holds out of the hold queue; and Web Bridge for linking to other libraries and information resources directly from the OPAC.

16.2.1 Continue to develop library services for electronic users who cannot or choose not to visit library buildings by making all library services available in an electronic format. Services to include, but are not limited to, online library forms (such as homebound, library card application, suggestion form, and comment form) in a variety of languages.

  - Assigned to Information Technology Division.
  - A Self-Service Task Force was launched to examine, explore and recommend technologies and other products and services that would expand and enhance library users' self-service options, July, 2005
  - Online library card registration forms launched as a pilot project in the Main Library, July, 2006. Following the test period, online registration will be available to in-library patrons in September, 2006 and to remote online users shortly after.
  - Electronic files of digitized images made available for purchase, October, 2004.
  - Other user services planned for implementation include E-Commerce (enabling users to pay library fines online) and Link+, an interlibrary lending program that enables users from 40+ libraries in California to borrow materials from member libraries easily and quickly; FY2006-07.

16.2.2 Train technology and web staff in the Library's online system's capabilities to initiate *My Millennium* service, which offers preferred searching to the patron.

- Assigned to Information Technology Division.
- Training sessions and programs are offered at the annual national Innovative Users Group held in the spring and the regional Northern California Innovative Users Group in the fall.
- Innovative Interfaces conducted a variety of training sessions prior to Millennium implementation, including Millennium Media Management training on July 30 and Millennium catalog module training on August 12, summer, 2003.

16.2.3 Develop an outreach strategy to educate library users on the use of *My Library* and implement in 2004/2005.

- Incorporated into scope of the public training program.

17. Improve ability of residents to obtain books and library materials in a variety of formats in a timely manner. [Goal 4]

17.1 Improve delivery of materials throughout the system so that 80% of items requested and available on-shelf are received within three business days at the designated pick-up location.

- Assigned to Chief of Branches Office and Director of Operations.

17.1.1 Restructure delivery services to all locations to improve efficiency and reduce time needed for materials to reach their destination. Incorporate implementation as part of the 2004/2005 Library budget process.

- Assigned to Chief of Branches Office and Director of Operations.
- Added a fourth delivery truck in 04/05 and one additional full time driver. Implementation of six day per week deliveries on hold.

17.2 Implement collection display and organization guidelines to enhance the user experience across the library system.

- Display shelving and display cases are part of the Branch Library Improvement Program.
- The redesign of the first floor of the Main Library, now under way as part of the POE response, will provide a better organized and accessible collection of books and AV materials.

17.2.1 Establish a staff task force to develop system-wide guidelines for display and organization of books and other materials. Guidelines to be implemented by January 2005 (coordinate with 5.2.1).

- Incorporated in the BLIP program with the outcome of Signage Standards and new signs at each remodeled and new branch facilities.

17.2.2 Create *Staff Recommends* sections in select locations, as well as virtually on the SFPL website, by January 2004.

- Selected branches now have Staff Recommends sections.
- This service is fully incorporated into the Library's website.

San Francisco Public Library

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, September 21, 2006
TIME: 4:00 p.m.
PLACE: Koret Auditorium, Main Library, lower level

DOCUMENTS DEPT.
MAY 30 2007
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation and discussion of, and possible action to approve the Minutes of the regular Commission meeting of August 17, 2006.

Explanatory documents: minutes

3. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none

Explanatory documents: current Budget Report and Branch Library Summary Schedules

4. LIBRARY COMMISSION RECOGNITION POLICY ACTION

Presentation and discussion of, and possible action to approve a Library Commission policy authorizing the Library Commission President to award commendatory awards and certificates.

Explanatory document: draft commendation policy

5. ADJOURNMENT (requires motion and public comment) ACTION

M. Housh, Secretary. 9/18/06

Explanatory documents: Copies of listed explanatory documents are available as follows. (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b) & 67.28(d).

DRAFT
DOCUMENTS DEPT.
SEP 22 2006
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

SF
P76
#2
9/21/06
draft

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, September 21, 2006.
The San Francisco Public Library Commission held a regular meeting on Thursday, September 21, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:10 pm.

Commissioners present: Bautista, Coulter, Gomez, Higueras, and Munson. Commissioners Chin and Kane's arrival was expected. A quorum was present.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public commented on their previous lawsuits against the Library; the City Attorney's Office action concerning declaring them to be a "vexatious litigant"; the Friend's use of Library facilities to make presentations at Commission meetings while they were denied; about who they believed benefited from the Commission's response to its critics.

Mr. Bill Soro, a Bernal Heights resident, spoke in support of retaining the City College Preschool Program at the Branch Library; reported that the preschool activists found the proposed alternative site a the Paul Revere School un acceptable; criticized the Commission and disagreed with the Commissioner's allocation of library funds for other branch libraries while providing none to facilitate the Preschool's continued use of library space in the Bernal Heights Branch Library.

In response to Mr. Soro's comment, President Higueras again explained that the requirements of law prohibited the use of library bond funds for non-library uses.

Mr. Brock Estes, a School Bus Driver's Union member and 4th generation San Franciscan, discussed the inadequacy of the Paul Revere School as a location for the Bernal Heights City College Preschool Program; found the Commission's conduct shameful; and criticized the discourtesy shown to those opposing the Library's plans. at a community meeting held to discuss the renovation of the Bernal Heights Branch Library.

Ms. Allison Lum, Bernal Height Community Center, spoke in support of the Preschool returning to the Branch Library after its renovation; and discussed gentrification as a critical problem facing the community.

Mr. Mauricio Vela; "Save the Preschool-Stop the Eviction", commented: on the Commissioner's choosing to provide additional funding for other branch libraries, but not for Bernal Heights; that the Library Commissioners would be held accountable for their decisions by the community; that the Paul Revere School was not going to be ready for use as the alternative home for the Preschool as promised, that Preschool's proponents were working to develop plans for the future Preschool Program's co-location at the Branch Library; and that the community would continue to struggle to achieve their aims.

Ms. Gladys Soto, St Mary's Park resident, spoke in support of the City College Preschool Program returning to the Bernal Heights Branch Library noting that she had a child that she hoped to one day enroll in the Preschool Program; and that this was another example of the Bernal Heights Community losing a critically important resource for low income families.

Mr. Rich Walsh, Friend's of the Library Board member discussed: this year's 42nd annual "Big Book Sale"; about the recent activities of the Friend's of the Library's Capital Campaign for Neighborhood Libraries; and called attention to the upcoming November 17th celebration of the 10th Anniversary of the Library's African American Affinity Center.

Commissioner Kane joined the meeting at 4:38pm.

Mr. Byron Spooner, Friend's of the Library spoke about the details of the upcoming September 28th through October 1st 42nd Annual Big Book Sale and special preview events.

Ms. Donna Bero, Executive Director of the Friends of the San Francisco Public Library commented on: the feverous activities leading up to this year's Big Book Sale, the Friend's exciting activities and plans in support of the Citywide "Poet's Eleven" Program in cooperation with San Francisco's Poet Laureate Jack Hirschman;

Ms. Ellen Egbert, a Bernal Heights resident, commented that their were many divergent views of this issue in the neighborhood and noted that the were many supporters of the renovation of the branch library for use as a neighborhood library that could have also come to the Commission to express support for the Branch Library's planned renovation; and called the commissioner's attention to a "Banned Books Week" display in the Main Library's Fisher Children's Center.

Mr. Peter Warfield spoke in support of use the Bernal Heights Branch Library for the non-library City College Preschool Program, noting that the Library Foundation had had use of space in the Bond funded Main Library. Mr. Warfield then discussed the Library's acquisition of out-of –print materials, and criticized the Commission for straying into matter not noticed on the meeting's agenda in response to public comments.

Vice President Coulter noted that the Friend's of the Library existed solely to support our Public Library and had they raised more than $35 million to enhance the Main Library, an entirely different situation from that of the Preschool Program. The Commission Vice President asked that the City Librarian investigate and report back concerning the situation at the Paul Revere School. Commissioner Bautista noted that the Preschool was not a Library Program, that it had been allowed many years free use of unused space in the Branch Library, and expressed bemusement as to why the Library should be thought to be responsible for resolving its situation. Commissioner Bautista observed that in that the cases involving other branch library projects the Commission had properly used available Library funds to enhance neighborhood libraries as was their responsibility.

AGENDA ITEM #2 APPROVAL OF THE AUGUST 17, 2006 LIBRARY COMMISSION MEETING MINUTES

Public Comment on AGENDA ITEM #2 APPROVAL OF THE AUGUST 17, 2006 LIBRARY COMMISSION MEETING MINUTES

An anonymous member of the public commented: that the minute misrepresented their comments, discussing the semantics of their use of Friends of the Library rather than the Friends and Foundation; criticized the report of their presentation on a "veranda factor"; and suggested that the Commission had acted illegally; and noted other "gaps" in the Minutes report of this meeting.

Commissioner Chin joined the meeting at 4:55pm.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE AUGUST 17, 2006 LIBRARY COMMISSION MEETING

MOTION: by Commissioner Coulter, 2nd by Commissioner Gomez for approval of the Library Commission Meeting Minutes of August 17, 2006.

ACTION: 7-0 AYE (Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson)

AGENDA ITEM #3 BLIP MANAGER'S REPORT

Branch Library Improvement Program Manager Marilyn Thompson that this month there were no informational or special reports and she would only be presenting her regular monthly reports (copies attached) on Budget, Schedule, Active Projects, and Community Outreach Reports, The Bond Program Manager noted that there had been $45,686, 315 in expenditures and encumbrances in the branch Library Improvement Program to date.

The Branch Library Improvement Program Manager presented an overview of the ongoing active projects presenting slides showing details of new construction and renovation projects. The BLIP Manager concluded her September 21st BLIP Manager's Report with a slide showing the Bond Program's upcoming community outreach activities.

Public comment on AGENDA ITEM #3 BLIP MANAGER'S REPORT

An anonymous member of the public commented that they applauded the Deputy City Attorney's comments concerning the discussion of Bernal Heights Branch Library issues following public comment; and suggested that the preschool's proponents had no reason to believe the Library's representation concern limitation on use of Bond Funds.

Ms. Suzanne D. Cauthen, Vice Chair of the Board of Supervisors Library Citizen's Advisory Committee, (LCAC), commented on the proposed addition of new as well as old books at the renovated Marian branch Library, and discussed a LCAC presentation on out-of-print materials by Chief of Adult Services Marcia Schneider and Acquisitions Chief Pat Fahrenthold.

Mr. Peter Warfield commented: concerning the use of different lighting fixtures at West Portal and Sunset Branch Libraries and noted that his point supporting non-library use of Bernal Height Branch Library was that the Main Library had been funded by Bonds as well and that he saw no difference in allowing the Friends of the Library to use of space. Mr. Warfield asked if Bond funds were used for the improvements to the stairs at the Park Branch.

Ms. Thompson reported that no Bond Funds were used in the recent stairway improvements at the Park Branch Library.

Commission discussion of AGENDA ITEM #3 BLIP MANAGER'S REPORT

Commissioner Bautista applauded Ms. Thompson's timely reporting of all BLIP budget and schedule changes.

AGENDA ITEM # 4 LIBRARY COMMISSION RECOGNITION POLICY

The Commission Secretary provided a brief outline of the background that led to proposing that the Library Commission adopt this policy, similar to others in use by other City and County Commissions, which would allow the Commission President, at the request of a Commissioner or the City Librarian, to issue commendatory certificates on behalf of the Public Library Commission in certain circumstances. President Higueras noted that a principle reason for proposing this policy was to facilitate honoring library staff members who had retired.

Public comment on AGENDA ITEM # 4 LIBRARY COMMISSION RECOGNITION POLICY

An anonymous member of the public remarked in their view use of "secret" recognition cheapened any honor that it attempted to bestow and that if the Commission wished to honor someone they should do so in a calendared public manner that would allow for public comment.

Mr. Peter Warfield agreed that this proposal would cheapen any recognition offeres and also agreed that any such recognition should be done at a public meeting that allowed for public comment. Mr. Warfield decried that lack of any requirement that such recognition be reported to the public.

Commission discussion of AGENDA ITEM # 4 LIBRARY COMMISSION RECOGNITION POLICY

In response to a question by President Higueras, the Commission Secretary reported this policy to be similar to those in use by the Board of Supervisors, the Recreation and Park Commission, and the Art Commission. Additionally, President Higueras noted that this adoption of this proposed policy would still allow for recognition for outstanding contributions to our libraries to be calendared for discussion by the full Commission when appropriate. Commissioner Bautista noted that there were other situations, such as when Library staff received significant professional honors when such recognition would be also appropriate. In response to a question by President Higueras, the City Librarian noted that the Library's annual staff recognition program was not focused on recognition of those staff who had retired. In response to discussion regarding how to report such awards Commissioner Kane suggested that the City Librarian could include report of any such recognition conferred in his regular monthly reports to the Library Commission.

MOTION: by Commissioner Kane, 2nd by Commissioner Munson for approval of the proposed Library Commission Recognition Policy as proposed.

ACTION: 7-0 AYE (Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson)

AGENDA ITEM #5 ADJOURNMENT

MOTION: by Commissioner Chin, 2nd Commissioner Bautista to adjourn the regular September 21 , 2006 Public Library Commission meeting.

Public comment on AGENDA ITEM #10 ADJOURNMENT

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Gomez, Higueras, and Munson)

The Commission meeting adjourned at 5:37pm.

Michael Housh, Commission Secretary 9/22/06

Please note: These are draft minutes subject to revise by the Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

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ATTACHMENTS:

BLIP Program Manager's Report slides

BLIP Program Budget, Schedule, and Construction Reports

Minutes of the Library Commission Meeting September 21, 2006

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Library Commission
September 21, 2006

Public Comment

Approval of Minutes

Bond Program Manager's Reports

- Informational Presentations – none
- Regular Reports
- Special Reports – none

BRANCH LIBRARY IMPROVEMENT PROGRAM

Regular Reports

Budget
Schedule
Active Projects
Construction
Community Outreach

Budget Report

10-10-01 Baseline Budget & Reserve established
11-15-01 GPA increased $88,000
01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
05-16-02 Public Art Program funded ($302,000)
06-20-02 MBA increased $653,000
12-20-02 ING increased $455,000
02-20-03 Friends Budget for FF&E updated
04-17-03 VVA increased $716,000
06-26-03 DRE increased $115,281
10-16-03 Added Moving Budgets to SSF & EXC
02-19-04 Added Library Preservation Fund $500k
12-06-04 WPO increased $650,000
01-06-05 Increased RIC, ING, POR, NBE, GPA, PAR, PRE, SUN; updated revenues from Prop 14
05-05-05 NVA increased $672,818
09-15-05 Added Moving Budgets to MBA, EXC, MAR, NVA, SUN, RIC, WPO, WSA; increased Public Art from RIC, POT
01-19-06NVA increased $825,000
07-20-06 WSA increased $997,000; GPA increased $597,200
08-17-06 RIC increased $2,582,358, ING increased $493,145
TODAY no changes

Schedule Report

10-10-01 Baseline Schedule established
12-20-01 Revised GPA per Developer
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised for Prop 14 strategy:
Revised MBA per Developer
03-21-02 Issued detailed schedules all Phases
04-18-02 Revised for Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised for Prop 14 strategy;
Revised MBA & GPA per Developer
02-19-04 Various changes per memo dated 2/17/04
01-06-05 Various changes to accommodate Prop 14 requirements,
community outreach and additional cost estimates
02-03-05 Revised EVA to accommodate alternative proposal
05-05-05 Revised NVA for design revisions
03-16-06 Revised BHE to accommodate alternative proposal
TODAY no changes

Active Projects Reports
New Construction

- Glen Park
  - Shell: Punch list
  - Interior: Bid Phase
  - Next- Notice to Proceed (Interior)
- Portola
  - Construction Document Phase - Budget, Schedule
  - Next- 90% CD Estimate
- Ingleside
  - Construction Document Phase – Schedule
  - Next- 50% CD Estimate

Active Projects Reports
Renovations

- Excelsior
  - Opened to the public 7/8/05
- West Portal
  - Construction start 3/05
- Marina
  - Construction start 10/05
- Sunset
  - Construction start 11/05

Active Projects Reports
Renovations

- Presidio Retaining Wall
  - Construction start 04/06
- Noe Valley
  - Construction start 05/06
- Western Addition
  - Bid Phase
  - Abatement
  - Next- Notice to Proceed

Active Projects Reports
Renovations

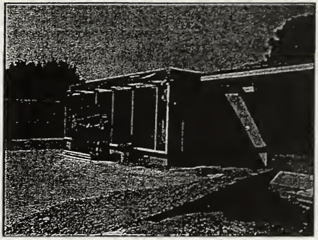
- Richmond
  - Bid Phase
  - Next – receive bids
- Bernal Heights
  - Design Development Phase - Schedule
  - Next – Peer Review response, Civic Design Review
- Potrero
  - Design Development Phase - Schedule
  - Next – Testing
- Eureka Valley
  - Schematic Design Phase - Schedule
  - Next – Community Meeting & Peer Review

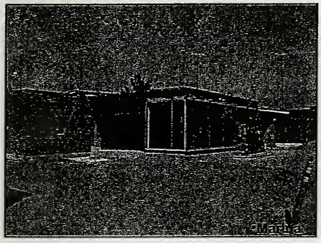
Active Projects Reports
Renovations

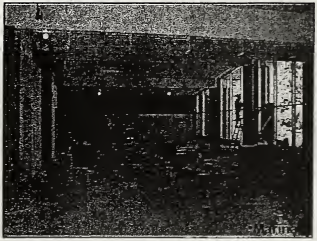
- Anza
  - Programming & Planning - Budget
- Merced
  - Conceptual Design

Construction Reports

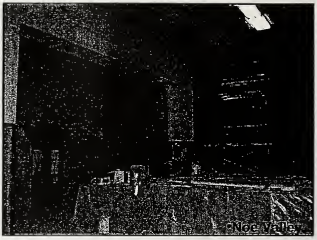
- Mission Bay
- Glen Park
- West Portal
- Marina
- Sunset
- Presidio Retaining Wall
- Noe Valley

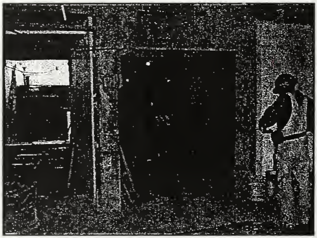


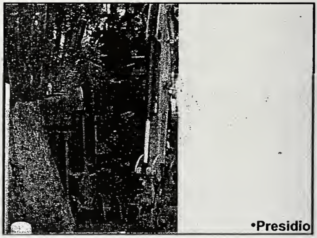




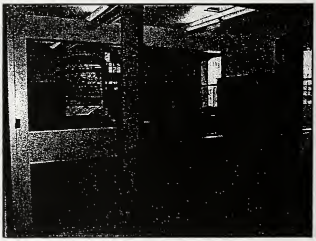
•Noe Valley

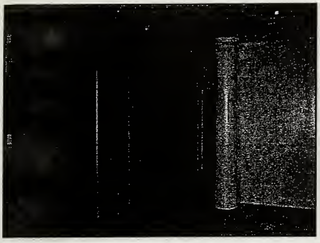

•Noe Valley



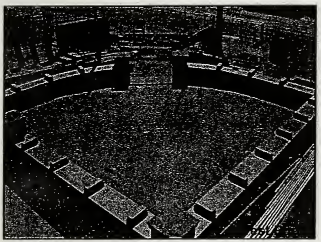

•Presidio

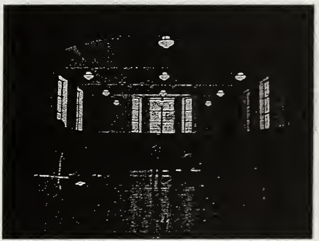
•Sunset





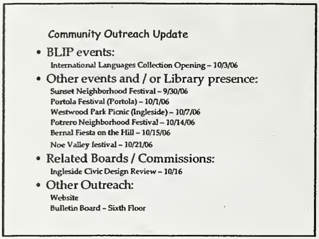
SAN FRANCISCO PUBLIC LIBRARY
WEST PORTAL BRANCH





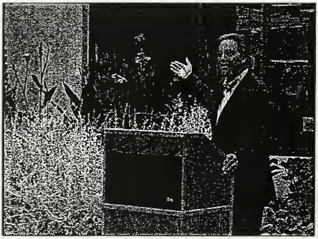
•West Portal

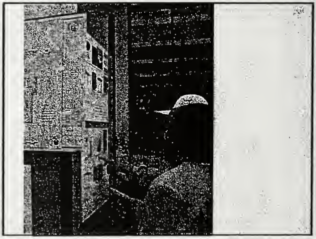
•West Portal

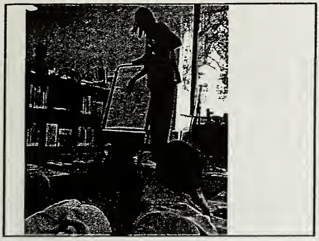


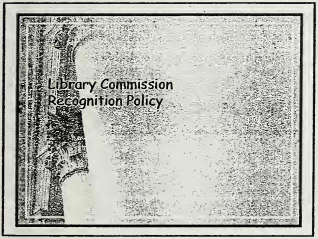
Community Outreach Update

- BLIP events:
  - International Languages Collection Opening – 10/3/06
- Other events and / or Library presence:
  - Sunset Neighborhood Festival – 9/30/06
  - Portola Festival (Portola) – 10/1/06
  - Westwood Park Picnic (Ingleside) – 10/7/06
  - Potrero Neighborhood Festival – 10/14/06
  - Bernal Fiesta on the Hill – 10/15/06
  - Noe Valley festival – 10/21/06
- Related Boards / Commissions:
  - Ingleside Civic Design Review – 10/16
- Other Outreach:
  - Website
  - Bulletin Board – Sixth Floor

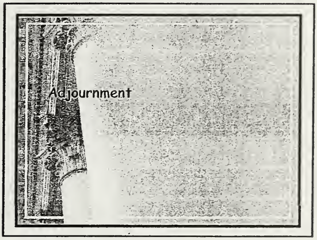




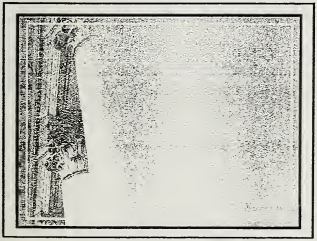




Library Commission
Recognition Policy



Adjournment



CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
August 17, 2006

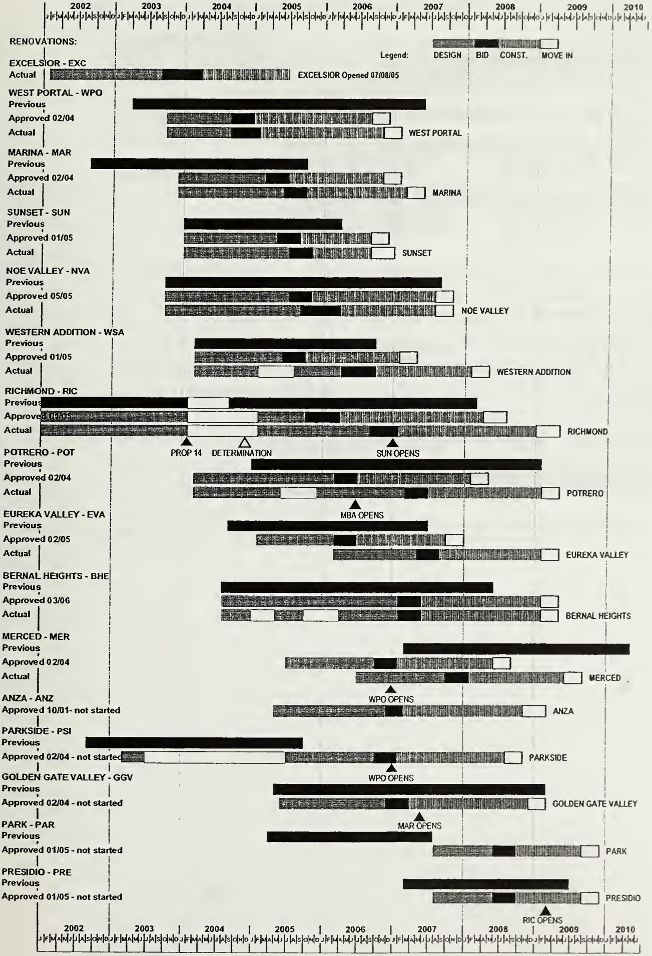
	BUDGET		REVENUE FUND STRATEGY				EXPENDITURES/ENCUMBRANCES	
Branch	Baseline Budget (10/01)	Approved Budget (07/06)	City Prop. A Bonds	State Prop. 14 Grants	Other Funds	Total All Sources	Actual 31-Jul-06 B	New This Month
Site Acquisitions & New Construction								
Glen Park	4,570,000	5,478,200	4,681,000		797,200 (5,7)	5,478,200	352,164	5,558
Ingleside	4,570,000	5,751,855	2,285,277	3,466,578	-	5,751,855	2,629,263	123
Mission Bay	3,350,000	3,967,000	3,965,344		1,656 (4)	3,967,000	3,776,255	5,173
Portola	4,570,000	4,818,520	4,388,000		430,520 (5)	4,818,520	1,878,131	-
Visitacion Valley	5,320,000	5,942,500	5,884,500		58,000 (6)	5,942,500	2,217,073	-
Support Services	9,080,000	8,946,342	8,876,000		70,342 (6)	8,946,342	8,850,502	-
SUBTOTAL	*31,460,000*	*34,904,417*	*30,080,121*	*3,466,578*	*1,357,718*	*34,904,417*	*19,703,388*	*10,854*
Renovations								
Anza	4,740,000	4,503,000	4,503,000		-	4,503,000	7,852	7,852
Bayview	3,820,000	3,629,000	3,629,000		-	3,629,000	18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		-	5,082,500	330,683	4,469
Eureka Valley	4,580,000	4,351,000	4,351,000		-	4,351,000	119,602	7,318
Excelsior	3,820,000	3,655,648	3,655,648		-	3,655,648	3,563,248	-
Golden Gate Valley	5,340,000	5,073,000	5,073,000		-	5,073,000		
Marina	4,110,000	3,924,500	3,924,500		-	3,924,500	3,441,167	31,513
Merced	4,200,000	3,990,000	3,990,000		-	3,990,000		
Noe Valley	4,410,000	5,707,318	5,698,818		8,500 (4)	5,707,318	4,762,011	10,512
North Beach	3,460,000	3,763,600	3,287,000		476,600 (5)	3,763,600	118	
Ortega	3,560,000	3,382,000	3,382,000		-	3,382,000	129,944	-
Park	1,310,000	1,310,000	1,244,500		65,500 (5)	1,310,000		
Parkside	2,880,000	3,236,000	3,236,000		-	3,236,000	89,595	
Potrero	4,230,000	3,968,500	3,968,500		-	3,968,500	154,436	9,391
Presidio	1,530,000	1,530,000	1,453,500		76,500 (5)	1,530,000	391,509	15,942
Richmond	7,630,000	9,032,642	1,147,606	5,485,036	2,400,000 (2)	9,032,642	1,582,212	39,654
Sunset	1,490,000	1,510,000	1,425,500		84,500 (4,5)	1,510,000	1,328,926	9,135
West Portal	4,110,000	4,574,500	4,574,500		-	4,574,500	4,340,569	186,293
Western Addition	3,430,000	4,275,500	3,278,500	-	997,000 (7)	4,275,500	732,148	60,360
SUBTOTAL	*74,000,000*	*76,498,708*	*66,905,072*	*5,485,036*	*4,108,600*	*76,498,708*	*20,992,710*	*382,439*
Program-Wide Services & Costs								
Library Program Costs	800,000	800,000	800,000			800,000	722,853	4,944
Program Consultants	750,000	750,000	750,000			750,000	521,225	26,578
City Program Management	3,600,000	4,900,000	4,900,000			4,900,000	2,167,869	45,212
Real Estate Dept	120,000	235,281	235,281			235,281	235,281	
Art Enrichment Program		362,000	292,000		70,000 (4)	362,000	226,689	544
Moving & Interim Services	4,360,000	711,752	611,752		100,000 (7)	711,752	454,420	11,108
Furniture & Equipment Resen	15,000,000	16,000,000	-	759,170	15,240,830 (3)	16,000,000		
Bond Financing Costs	1,500,000	1,000,000	1,000,000			1,000,000	344,227	
Program Reserve	1,675,000	765,449	190,774		574,675 (3,4,5,7)	765,449		
SUBTOTAL	*27,805,000*	*25,524,482*	*8,779,807*	*759,170*	*15,985,505*	*25,524,482*	*4,672,564*	*88,386*
TOTAL	**133,265,000**	**136,927,607**	**105,765,000**	**9,710,784**	**21,451,823**	**136,927,607**	**45,368,662**	**481,679**

(1) Prop. 14 State Grants ($9,710,784)
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends of the Library ($16,000,000)
(4) Library Preservation Fund appropriated FY 03/04 ($500,000)
(5) Bond interest proceeds ($1,673,481)
(6) Rents received ($128,342)
(7) Library Preservation Fund appropriated FY 05/06 ($650,000)

Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

Presented at Commission Meeting September 21, 2006



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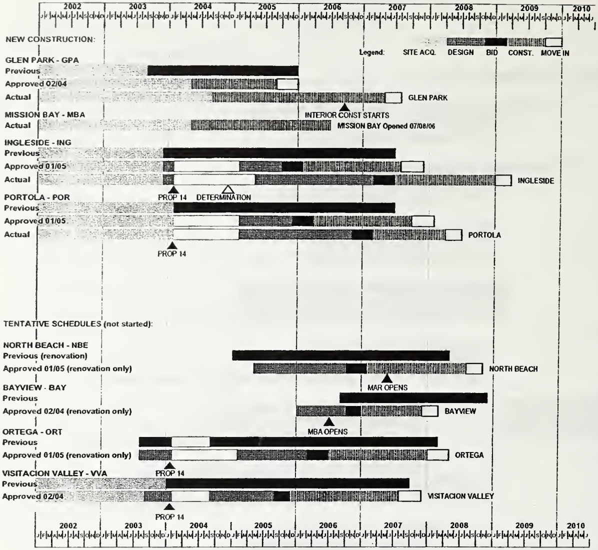

San Francisco Public Library Commission Policy Manual

Policy on Recognition by the Library Commission Policy # 105
Library Commission

Adopted: September 21, 2006

It shall be the policy of the San Francisco Public Library Commission that the President of the San Francisco Public Library Commission may, at the request of a Commissioner or the City Librarian, confer commendatory awards and certificates in recognition of outstanding professional achievement or long service by Library staff, extraordinary support for the San Francisco Public Library by a member of the Community, or significant public service leadership on behalf of libraries in official recognition of the San Francisco Public Library Commission's commendation, thanks, and appreciation.

San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT
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SAN FRANCISCO
PUBLIC LIBRARY

SF
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approved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, September 21, 2006
(As approved amended November 2, 2006).
The San Francisco Public Library Commission held a regular meeting on Thursday, September 21, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:10 pm.

Commissioners present: Bautista, Coulter, Gomez, Higueras, and Munson. Commissioners Chin and Kane's arrival was expected. A quorum was present.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public commented on their previous lawsuits against the Library; the City Attorney's Office action concerning declaring them to be a "vexatious litigant;" the Friend's use of Library facilities to make presentations at Commission meetings while they were denied; about who they believed benefited from the Commission's response to its critics.

Mr. Bill Soro, a Bernal Heights resident, spoke in support of retaining the City College Preschool Program at the Branch Library; reported that the preschool activists found the proposed alternative site a the Paul Revere School un acceptable; criticized the Commission and disagreed with the Commissioner's allocation of library funds for other branch libraries while providing none to facilitate the Preschool's continued use of library space in the Bernal Heights Branch Library.

In response to Mr. Soro's comment, President Higueras again explained that the requirements of law prohibited the use of library bond funds for non-library uses.

Mr. Brock Estes, Vice-Chair for UTU 1741, School Bus Driver's Union, and 4th generation San Franciscan discussed the inadequacy of the Paul Revere School as a location for the Bernal Heights City College Preschool Program; found the Commission's conduct shameful; and criticized the discourtesy shown to those opposing the Library's plans at a community meeting held to discuss the renovation of the Bernal Heights Branch Library.

Ms. Allison Lum, Bernal Height Community Center, spoke in support of the Preschool returning to the Branch Library after its renovation; and discussed gentrification as a critical problem facing the community.

Mr. Mauricio Vela; "Save the Preschool-Stop the Eviction"commented: on the Commissioner's choosing to provide additional funding for other branch libraries, but not for Bernal Heights; that the Library Commissioners would be held accountable for their decisions by the community; that the Paul Revere School was not going to be ready for use as the alternative home for the Preschool as promised, that Preschool's proponents were working to develop plans for the future Preschool Program's co-location at the Branch Library; and that the community would continue to struggle to achieve their aims.

Ms. Gladys Soto, St Mary's Park resident, spoke in support of the City College Preschool Program returning to the Bernal Heights Branch Library noting that she had a child that she hoped to one day enroll in the Preschool Program; and that this was another example of the Bernal Heights Community losing a critically important resource for low income families.

Mr. Rich Walsh, Friend's of the Library Board member discussed: this year's 42nd annual "Big Book Sale"; about the recent activities of the Friend's of the Library's Capital Campaign for Neighborhood Libraries; and called attention to the upcoming November 17th celebration of the 10th Anniversary of the Library's African American Affinity Center.

Commissioner Kane joined the meeting at 4:38pm.

Mr. Byron Spooner, Friend's of the Library spoke about the details of the upcoming September 28th through October 1st 42nd Annual Big Book Sale and special preview events.

Ms. Donna Bero, Executive Director of the Friends of the San Francisco Public Library commented on: the feverous activities leading up to this year's Big Book Sale, the Friend's exciting activities and plans in support of the Citywide "Poet's Eleven" Program in cooperation with San Francisco's Poet Laureate Jack Hirschman.

Ms. Ellen Egbert, a Bernal Heights resident, commented that their were many divergent views of this issue in the neighborhood and noted that the were many supporters of the renovation of the branch library for use as a neighborhood library that could have also come to the Commission to express support for the Branch Library's planned renovation; and called the commissioner's attention to a "Banned Books Week" display in the Main Library's Fisher Children's Center.

Mr. Peter Warfield spoke in support of use the Bernal Heights Branch Library for the non-library City College Preschool Program, noting that the Library Foundation had had use of space in the Bond funded Main Library. Mr. Warfield then discussed the Library's non acquisition of out-of –print materials, and criticized the Commission for straying into matter not noticed on the meeting's agenda in response to public comments.

Vice President Coulter noted that the Friend's of the Library existed solely to support our Public Library and that the Friends had raised more than $35 million to enhance the Main Library, an entirely different situation from that of the Preschool Program. The Commission Vice President asked that the City Librarian investigate and report back concerning the situation at the Paul Revere School. Commissioner Bautista noted that the Preschool was not a Library Program, that it had been allowed many years free use of unused space in the Branch Library, and expressed bemusement as to why the Library should be thought to be responsible for resolving its situation. Commissioner Bautista observed that in that the cases involving other branch library projects the Commission had properly used available Library funds to enhance neighborhood libraries as was their responsibility.

AGENDA ITEM #2 APPROVAL OF THE AUGUST 17, 2006 LIBRARY COMMISSION MEETING MINUTES

Public Comment on AGENDA ITEM #2 APPROVAL OF THE AUGUST 17, 2006 LIBRARY COMMISSION MEETING MINUTES

An anonymous member of the public commented: that the minutes misrepresented their comments discussing the semantics of their use of Friends of the Library rather than the Friends and Foundation; criticized the report of their presentation on a "veranda factor"; and suggested that the Commission had acted illegally; and noted other "gaps" in the Minutes report of this meeting.

Commissioner Chin joined the meeting at 4:55pm.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE AUGUST 17, 2006 LIBRARY COMMISSION MEETING

MOTION: by Commissioner Coulter, 2nd by Commissioner Gomez for approval of the Library Commission Meeting Minutes of August 17, 2006.

ACTION: 7-0 AYE (Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson)

AGENDA ITEM #3 BLIP MANAGER'S REPORT

Branch Library Improvement Program Manager Marilyn Thompson that this month there were no informational or special reports and she would only be presenting her regular monthly reports (copies attached) on Budget, Schedule, Active Projects, and Community Outreach Reports, The Bond Program Manager noted that there had been $45,686, 315 in expenditures and encumbrances in the branch Library Improvement Program to date.

The Branch Library Improvement Program Manager presented an overview of the ongoing active projects presenting slides showing details of new construction and renovation projects. The BLIP Manager concluded her September 21st BLIP Manager's Report with a slide showing the Bond Program's upcoming community outreach activities.

Public comment on AGENDA ITEM #3 BLIP MANAGER'S REPORT

An anonymous member of the public commented that they applauded the Deputy City Attorney's comments concerning the discussion of Bernal Heights Branch Library issues following public comment; and suggested that the preschool's proponents had no reason to believe the Library's representation concerning limitation on use of Bond Funds.

Ms. Suzanne D. Cauthen, Vice Chair of the Board of Supervisors Library Citizen's Advisory Committee, (LCAC), commented on the proposed addition of new as well as old books at the renovated Marian branch Library, and discussed a LCAC presentation on out-of-print materials by Chief of Adult Services Marcia Schneider and Acquisitions Chief Pat Fahrenthold.

Mr. Peter Warfield commented: concerning the use of different lighting fixtures at West Portal and Sunset Branch Libraries and noted that his point supporting non-library use of Bernal Height Branch Library was that the Main Library had been funded by Bonds as well and that he saw no difference in allowing the Friends of the Library to use of space. Mr. Warfield asked if Bond funds were used for the improvements to the stairs at the Park Branch.

Ms. Thompson reported that no Bond Funds were used in the recent stairway improvements at the Park Branch Library.

Commission discussion of AGENDA ITEM #3 BLIP MANAGER'S REPORT

Commissioner Bautista applauded Ms. Thompson's timely reporting of all BLIP budget and schedule changes.

AGENDA ITEM # 4 LIBRARY COMMISSION RECOGNITION POLICY

The Commission Secretary provided a brief outline of the background that led to proposing that the Library Commission adopt this policy, similar to others in use by other City and County Commissions, which would allow the Commission President, at the request of a Commissioner or the City Librarian, to issue commendatory certificates on behalf of the Public Library Commission in certain circumstances. President Higueras noted that a principle reason for proposing this policy was to facilitate honoring library staff members who had retired.

Public comment on AGENDA ITEM # 4 LIBRARY COMMISSION RECOGNITION POLICY

An anonymous member of the public remarked in their view use of "secret" recognition cheapened any honor that it attempted to bestow and that if the Commission wished to honor someone they should do so in a calendared public manner that would allow for public comment.

Mr. Peter Warfield agreed that this proposal would cheapen any recognition offered and also agreed that any such recognition should be done at a public meeting that allowed for public comment. Mr. Warfield decried that lack of any requirement that such recognition be reported to the public.

Commission discussion of AGENDA ITEM # 4 LIBRARY COMMISSION RECOGNITION POLICY

In response to a question by President Higueras, the Commission Secretary reported this policy to be similar to those in use by the Board of Supervisors, the Recreation and Park Commission, and the Arts Commission. Additionally, President Higueras noted that this adoption of this proposed policy would still allow for recognition for outstanding contributions to our libraries to be calendared for discussion by the full Commission when appropriate. Commissioner Bautista noted that there were other situations, such as when Library staff received significant professional honors when such recognition would be also appropriate. In response to a question by President Higueras, the City

Librarian noted that the Library's annual staff recognition program was not focused on recognition of those staff who had retired. In response to discussion regarding how to report such awards Commissioner Kane suggested that the City Librarian could include report of any such recognition conferred in his regular monthly reports to the Library Commission.

MOTION: by Commissioner Kane, 2nd by Commissioner Munson for approval of the proposed Library Commission Recognition Policy as proposed.

ACTION: 7-0 AYE (Bautista, Chin, Coulter, Gomez, Higueras, Kane, and Munson)

AGENDA ITEM #5 ADJOURNMENT

MOTION: by Commissioner Chin, 2nd Commissioner Bautista to adjourn the regular September 21 , 2006 Public Library Commission meeting.

Public comment on AGENDA ITEM #10 ADJOURNMENT

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Gomez, Higueras, and Munson)

The Commission meeting adjourned at 5:37pm.

Michael Housh, Commission Secretary 9/22/06

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

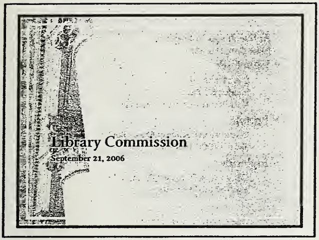
ATTACHMENTS:
BLIP Program Manager's Report slides
BLIP Program Budget, Schedule, and Construction Reports

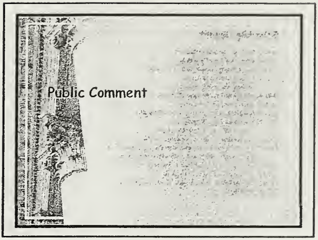
Minutes of the Library Commission Meeting September 21, 2006

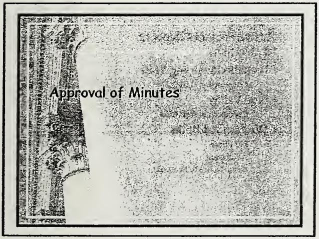
Appendix A

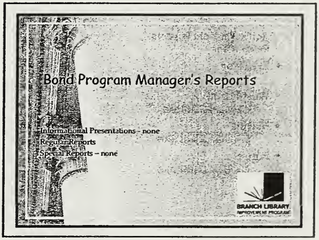
The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.


Library Commission
September 21, 2006

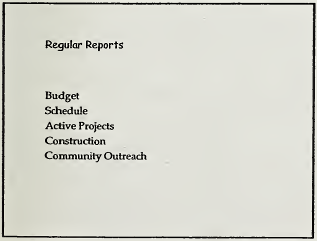

Public Comment


Approval of Minutes

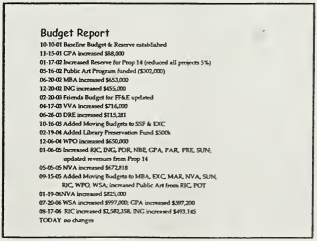

Bond Program Manager's Reports

Informational Presentations – none
Regular Reports
Special Reports – none

BRANCH LIBRARY
IMPROVEMENT PROGRAM


Regular Reports

Budget
Schedule
Active Projects
Construction
Community Outreach


Budget Report
10-10-01 Baseline Budget & Reserve established
11-15-01 GPA increased $88,000
01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
05-16-02 Public Art Program funded ($302,000)
06-20-02 MBA increased $653,000
12-20-02 ING increased $455,000
02-20-03 Friends Budget for FF&E updated
04-17-03 VVA Increased $716,000
06-26-03 DRE increased $115,281
10-16-03 Added Moving Budgets to SSF & EXC
02-19-04 Added Library Preservation Fund $500k
12-06-04 WPO increased $650,000
01-06-05 Increased RIC, ING, POR, NBE, GPA, PAR, PRE, SUN; updated revenues from Prop 14
05-05-05 NVA increased $672,818
09-15-05 Added Moving Budgets to MBA, EXC, MAR, NVA, SUN, RIC, WPO, WSA; increased Public Art from RIC, POT
01-19-06NVA increased $825,000
07-20-06 WSA increased $997,000; GPA increased $597,200
08-17-06 RIC increased $2,582,358, ING increased $493,145
TODAY no changes

Schedule Report

10-10-01 Baseline Schedule established
12-20-01 Revised GPA per Developer
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised for Prop 14 strategy:
Revised MBA per Developer
03-21-02 Issued detailed schedules all Phases
04-18-02 Revised for Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised for Prop 14 strategy;
Revised MBA & GPA per Developer
02-19-04 Various changes per memo dated 2/17/04
01-06-05 Various changes to accommodate Prop 14 requirements,
community outreach and additional cost estimates
02-03-05 Revised EVA to accommodate alternative proposal
05-05-05 Revised NVA for design revisions
03-16-06 Revised BHE to accommodate alternative proposal
TODAY no changes

Active Projects Reports
New Construction

- Glen Park
  - Shell: Punch list
  - Interior: Bid Phase
  - Next- Notice to Proceed (Interior)
- Portola
  - Construction Document Phase - Budget, Schedule
  - Next- 90% CD Estimate
- Ingleside
  - Construction Document Phase – Schedule
  - Next- 50% CD Estimate

Active Projects Reports
Renovations

- Excelsior
  - Opened to the public 7/8/05
- West Portal
  - Construction start 3/05
- Marina
  - Construction start 10/05
- Sunset
  - Construction start 11/05

Active Projects Reports
Renovations

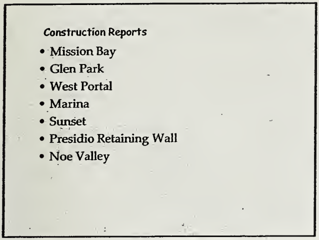
- Presidio Retaining Wall
  - Construction start 04/06
- Noe Valley
  - Construction start 05/06
- Western Addition
  - Bid Phase
  - Abatement
  - Next- Notice to Proceed

Active Projects Reports
Renovations

- Richmond
  - Bid Phase
  - Next – receive bids
- Bernal Heights
  - Design Development Phase - Schedule
  - Next – Peer Review response, Civic Design Review
- Potrero
  - Design Development Phase - Schedule
  - Next – Testing
- Eureka Valley
  - Schematic Design Phase - Schedule
  - Next – Community Meeting & Peer Review

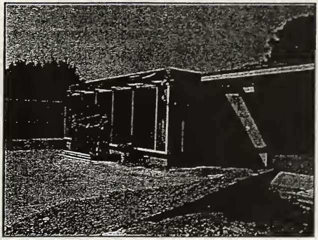
Active Projects Reports
Renovations

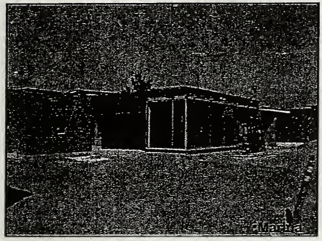
- Anza
  - Programming & Planning - Budget
- Merced
  - Conceptual Design

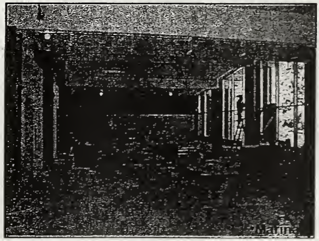


Construction Reports

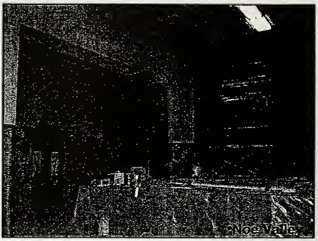
- Mission Bay
- Glen Park
- West Portal
- Marina
- Sunset
- Presidio Retaining Wall
- Noe Valley

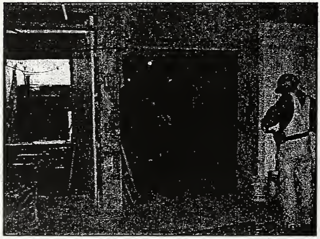


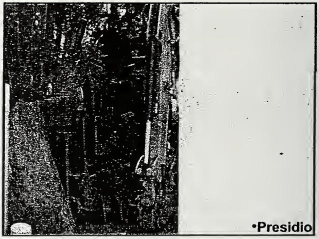




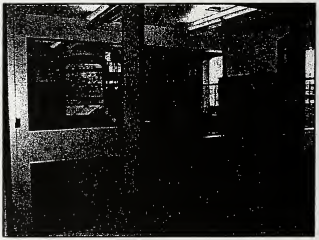
•Noe Valley

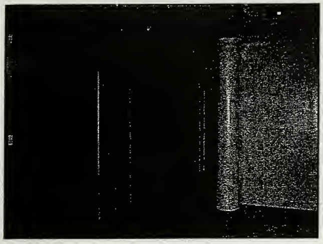

•Noe Valley



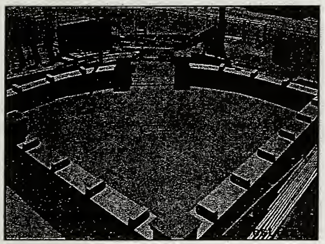

•Presidio

Sunset





SAN FRANCISCO PUBLIC LIBRARY
WEST PORTAL BRANCH

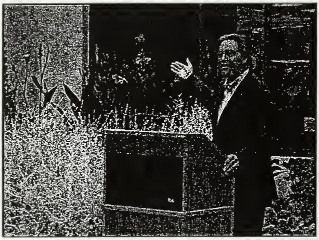


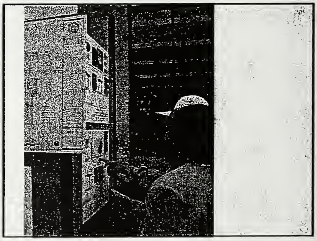
•West Portal

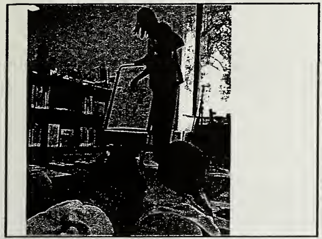
•West Portal

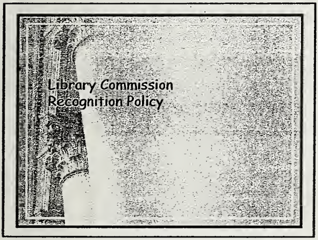
Community Outreach Update

- BLIP events:
  - International Languages Collection Opening – 10/3/06
- Other events and / or Library presence:
  - Sunset Neighborhood Festival – 9/30/06
  - Portola Festival (Portola) – 10/1/06
  - Westwood Park Picnic (Ingleside) – 10/7/06
  - Potrero Neighborhood Festival – 10/14/06
  - Bernal Fiesta on the Hill – 10/15/06
  - Noe Valley festival – 10/21/06
- Related Boards / Commissions:
  - Ingleside Civic Design Review – 10/16
- Other Outreach:
  - Website
  - Bulletin Board – Sixth Floor

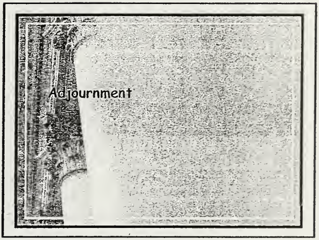




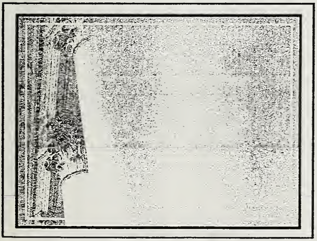




Library Commission
Recognition Policy



Adjournment



CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
August 17, 2006

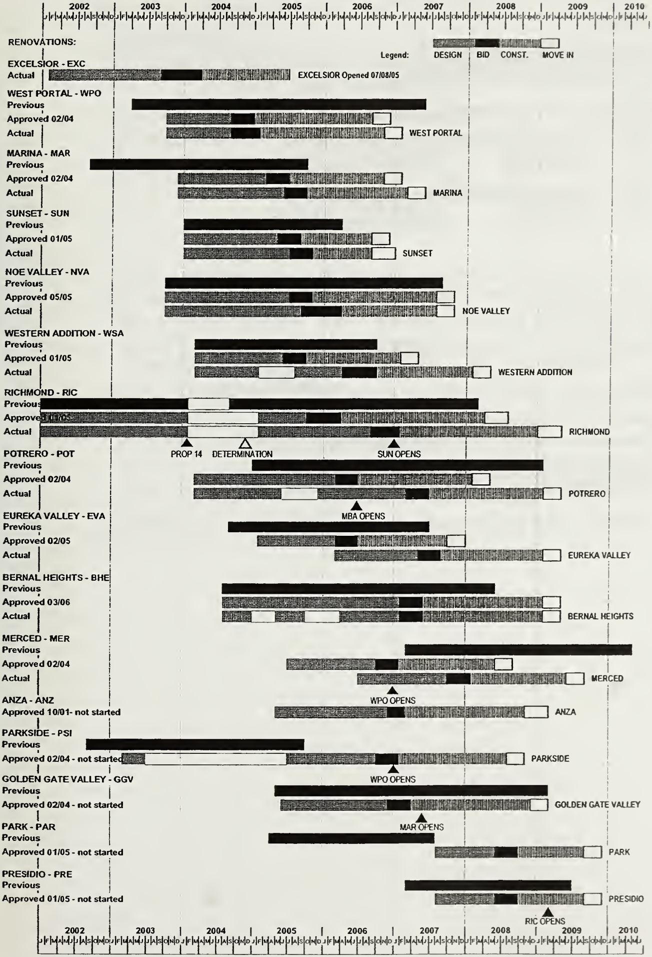
	BUDGET		REVENUE FUND STRATEGY				EXPENDITURES/ENCUMBRANCES	
Branch	Baseline Budget (10/01)	Approved Budget (07/06)	City Prop. A Bonds	State Prop. 14 Grants	Other Funds	Total All Sources	Actual 31-Jul-06	New This Month
							B	
Site Acquisitions & New Construction								
Glen Park	4,570,000	5,478,200	4,681,000		797,200 (5,7)	5,478,200	352,164	5,558
Ingleside	4,570,000	5,751,855	2,285,277	3,466,578	-	5,751,855	2,629,263	123
Mission Bay	3,350,000	3,967,000	3,965,344		1,656 (4)	3,967,000	3,776,255	5,173
Portola	4,570,000	4,818,520	4,388,000		430,520 (5)	4,818,520	1,878,131	-
Visitacion Valley	5,320,000	5,942,500	5,884,500		58,000 (6)	5,942,500	2,217,073	-
Support Services	9,080,000	8,946,342	8,876,000		70,342 (6)	8,946,342	8,850,502	-
SUBTOTAL	*31,460,000*	*34,904,417*	*30,080,121*	*3,466,578*	*1,357,718*	*34,904,417*	*19,703,388*	*10,854*
Renovations								
Anza	4,740,000	4,503,000	4,503,000		-	4,503,000	7,852	7,852
Bayview	3,820,000	3,629,000	3,629,000		-	3,629,000	18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		-	5,082,500	330,683	4,469
Eureka Valley	4,580,000	4,351,000	4,351,000		-	4,351,000	119,602	7,318
Excelsior	3,820,000	3,655,648	3,655,648		-	3,655,648	3,563,248	-
Golden Gate Valley	5,340,000	5,073,000	5,073,000		-	5,073,000		
Marina	4,110,000	3,924,500	3,924,500		-	3,924,500	3,441,167	31,513
Merced	4,200,000	3,990,000	3,990,000		-	3,990,000		
Noe Valley	4,410,000	5,707,318	5,698,818		8,500 (4)	5,707,318	4,762,011	10,512
North Beach	3,460,000	3,763,600	3,287,000		476,600 (5)	3,763,600	118	
Ortega	3,560,000	3,382,000	3,382,000		-	3,382,000	129,944	-
Park	1,310,000	1,310,000	1,244,500		65,500 (5)	1,310,000		
Parkside	2,880,000	3,236,000	3,236,000		-	3,236,000	89,595	
Potrero	4,230,000	3,968,500	3,968,500		-	3,968,500	154,436	9,391
Presidio	1,530,000	1,530,000	1,453,500		76,500 (5)	1,530,000	391,509	15,942
Richmond	7,630,000	9,032,642	1,147,606	5,485,036	2,400,000 (2)	9,032,642	1,582,212	39,654
Sunset	1,490,000	1,510,000	1,425,500		84,500 (4,5)	1,510,000	1,328,926	9,135
West Portal	4,110,000	4,574,500	4,574,500		-	4,574,500	4,340,569	186,293
Western Addition	3,430,000	4,275,500	3,278,500	-	997,000 (7)	4,275,500	732,148	60,360
SUBTOTAL	*74,000,000*	*76,498,708*	*66,905,072*	*5,485,036*	*4,108,600*	*76,498,708*	*20,992,710*	*382,439*
Program-Wide Services & Costs								
Library Program Costs	800,000	800,000	800,000			800,000	722,853	4,944
Program Consultants	750,000	750,000	750,000			750,000	521,225	26,578
City Program Management	3,600,000	4,900,000	4,900,000			4,900,000	2,167,869	45,212
Real Estate Dept	120,000	235,281	235,281			235,281	235,281	
Art Enrichment Program		362,000	292,000		70,000 (4)	362,000	226,689	544
Moving & Interim Services	4,360,000	711,752	611,752		100,000 (7)	711,752	454,420	11,108
Furniture & Equipment Resen	15,000,000	16,000,000	-	759,170	15,240,830 (3)	16,000,000		
Bond Financing Costs	1,500,000	1,000,000	1,000,000			1,000,000	344,227	
Program Reserve	1,675,000	765,449	190,774		574,675 (3,4,5,7)	765,449		
SUBTOTAL	*27,805,000*	*25,524,482*	*8,779,807*	*759,170*	*15,985,505*	*25,524,482*	*4,672,564*	*88,386*
TOTAL	**133,265,000**	**136,927,607**	**105,765,000**	**9,710,784**	**21,451,823**	**136,927,607**	**45,368,662**	**481,679**

(1) Prop. 14 State Grants ($9,710,784)
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends of the Library ($16,000,000)
(4) Library Preservation Fund appropriated FY 03/04 ($500,000)
(5) Bond interest proceeds ($1,673,481)
(6) Rents received ($128,342)
(7) Library Preservation Fund appropriated FY 05/06 ($650,000)

Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

Presented at Commission Meeting September 21, 2006



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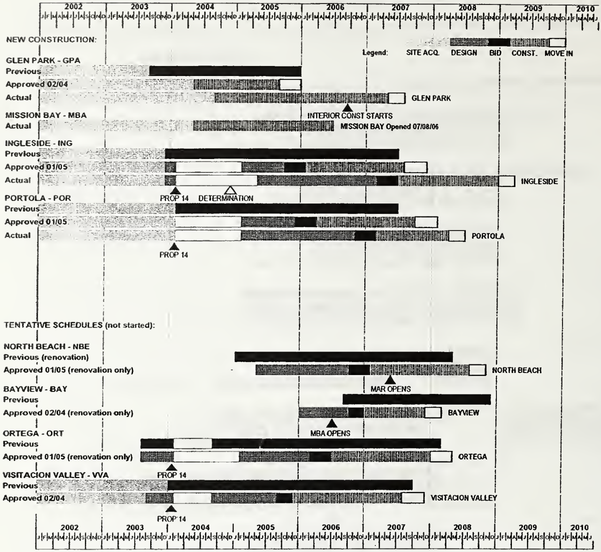

San Francisco Public Library Commission Policy Manual

Policy on Recognition by the Library Commission Policy # 105
Library Commission

Adopted: September 21, 2006

It shall be the policy of the San Francisco Public Library Commission that the President of the San Francisco Public Library Commission may, at the request of a Commissioner or the City Librarian, confer commendatory awards and certificates in recognition of outstanding professional achievement or long service by Library staff, extraordinary support for the San Francisco Public Library by a member of the Community, or significant public service leadership on behalf of libraries in official recognition of the San Francisco Public Library Commission's commendation, thanks, and appreciation.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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President

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Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
ee Munson
mmissioners

Luis Herrera
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, October 5, 2006
TIME: 4:00 p.m.
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation and discussion of, and possible action to approve the minutes of the regular Library Commission meeting of September 7, 2006.
Explanatory document: draft minutes

3. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.).

4. BROOKS WALKER PATENT & TRADEMARK CENTER DISCUSSION

Presentation on and discussion of the Library's Brooks Walker Patent and Trademark Center by Librarian Cella Mitchell.

5. PUBLIC SAFETY PLAN DISCUSSION

Presentation on findings from Main Library staff survey, staff focus groups, and patron surveys as part of the Library's Public Safety Plan.
Explanatory document: public safety findings

6. CITY LIBRARIAN'S REPORT by City Librarian Luis Herrera DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following topics: announcement regarding the appointment of the Deputy City Librarian; revised information regarding acquisition procedures for out of print books; opening of International Center at the Presidio Branch Library; update on reading center at the new Juvenile Hall; update on Main Library Fulton Street landscape project; and highlights of exhibitions and programs

7. LIBRARY COMMISSION MEETINGS SCHEDULE 2007 ACTION

Presentation of, discussion of, and possible action to approve a proposed schedule for regular Public Library Commission Meetings during 2007.
Explanatory Document: draft 2007 Library Commission meetings schedule

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 12/29/04

8. TRIBUTE TO THE LIBRARY COMMISSION SECRETARY ACTION

Presentation of and possible action to approve a resolution commending and thanking Mike Housh for his nine years of service and contributions to the San Francisco Public Library as Library Commission Secretary.

9. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. ADJOURNMENT (requires motion and public comment) ACTION

M. Housh, Secretary. 10/2/06

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

San Francisco Public Library

Public Safety Plan
Patron Behaviors:
Summary of Findings from 2006 Main Library Staff Survey, Staff Focus Groups and Patron Surveys

Office of the Chief of Main
September 2006

Background

Responding to comments by patrons and staff alike, Main Library administration and staff began to focus, late in the year 2000, on ways to help patrons who appeared to need health and social services beyond anything the Library could provide. The group (Ned Himmel, then Chief of Main, Thomas Tavis of General Collections, Rachel McLaughlin, then head of Security and Karen Strauss, then of Access Services) pursued relationships with the Department of Social Services and the Department of Public Health – City agencies with social workers and related expertise – with the goal of situating a mental health professional here at the Main.

Momentum on both sides was lost by early 2001 although contacts had been established with Charlie Morimoto and Barbara Garcia of the Department of Public Health's Mobile Outreach Services Team program.

In May of 2004, Mayor Gavin Newsom deployed a street outreach team to connect the city's chronically-homeless population with shelter and/or treatment services, based on a Philadelphia model. Main Library staff made contact with Ben Amyes of Street Outreach and had preliminary discussions about the feasibility of the outreach team directing their efforts to needy patrons at the Main. It was made clear that the team had its work cut out for them just providing outreach to people on the streets, let alone in buildings.

Project Homeless Connect (PHC) was launched in October of 2004. PHC is City Hall's massive bi-monthly effort that brings together City workers, corporate donors and volunteers to aid homeless people directly.

One year later, City Librarian Luis Herrera asked Library staff (Paul Underwood, then Deputy City Librarian and Karen Strauss, now Assistant Chief of Main) to attend the October 2005 PHC to look for ideas and opportunities about social services partnerships with the Library. Through that we met PHC's director Judith Klain who, in turn, introduced us to Dr. Rajesh (Raj) Parekh, the director of San Francisco Homeless Outreach Team (SF HOT), a venture of the Department of Public Health's Community Awareness & Treatment Services that works year-round to help people off the streets and into supportive housing, treatment programs and other City services.

The City Librarian asked Kathy Lawhun, Chief of Main, to calculate the cost of placing a mental health professional in the building. Working with Klain, Parekh and Alice Gleghorn, Deputy Director, Community Behavioral Health Services, we imagined placing an SF HOT case manager at the Library to develop and provide a viable outreach program that could be a link to housing and treatment services without turning the Main Library into more of a magnet for those in need than it was already. The Library incorporated that cost into our budget request for the following fiscal year.

At the beginning of the new fiscal year in July of 2006, with all indications from City Hall that the budget allocation would be approved, the Chief of the Main's office and Raj Parekh developed a job description and job announcement for the SF HOT case manager and began working in earnest to gather information. (Although the new case manager was not yet in place, we could have the data available for her/him to digest and incorporate into program design and implementation when s/he did come on the scene.)

Again, problematic behaviors are not exclusive to homeless patrons. While staff believes the greatest percentage of patrons expressing themselves inappropriately may be homeless, we know a) not all homeless patrons behave badly and b) not all badly-behaving patrons are homeless.

We administered a staff survey and ran three focus groups. Main Library employees were asked to rank those patron-related issues that gave them the greatest concern (i.e. specific behaviors; vulnerable places in the building; possible successful strategies). We then invited staff to further explore those concerns at employee focus groups (three were held) led by SF HOT.

Then, in August, SF HOT administered a survey on two different days of the Main's patrons and their Library usage habits. The same five questions were asked of patrons on a Friday morning waiting for the Main to open as of patrons inside the building later that month.

Summary of 2006 Surveys

Step One – Staff Survey

Main Library administration and SF HOT crafted the survey jointly. It was distributed on a Friday and collected five days later, giving all staff on duty an opportunity to weigh in. More than 200 staff out of approximately 400 responded to the survey.

These paraphrased comments are the ones that recurred most often throughout the surveys.
(See Attachment A for all the transcribed comments.)

- Thank you for addressing this issue.
- Not everybody who has mental problems is a problem patron. Not everybody who inappropriately uses the library is homeless.
- I am for equal access but resent the libraries being turned into quasi drop-in and homeless shelters. This burden needs to be more equitably shared among City departments and services.
- The Library is not a mental health center nor should staff be acting as counselors.
- Unpleasant behaviors/activities drive away well-behaved library patrons.
- Aggressive surveillance and removal from the facility should be enforced for those damaging or vandalizing it.
- "Social worker," "policeman" or "undercover agent" is not in my job description.

- Strong odors are left lingering throughout the building; are side-stepped because the issue is subjective and delicate; and drive other users away.
- Possible spreading of disease jeopardizes employees' and the public's health.
- Bathrooms need some type of monitoring system.
- I feel my safety and health are at risk on a daily basis.
- Verbal abuse is fairly frequent as is stalking (especially of Pages as they shelve in public areas).
- Main Security staff are excellent; very responsive to staff needs.
- Clarify and codify the consequences for patrons who break the rules.
- Increase staffing, training and discipline to strengthen the Security team.
- Security should walk the floors regularly.
- It would be useful to be able to make and provide on-site referrals and professional interventions.

Step Two – Staff Focus Groups

Staff focus groups were scheduled following the distribution of the survey, on a variety of days (weekdays/weekends) and times (morning/late afternoon) so everyone, no matter their work shift, could attend. All respondents to the survey who expressed an interest in joining a focus group were invited; approximately 40 attended one of the three sessions. Two members of SF HOT led each focus group and recorded staff comments. Based on responses from the surveys, they narrowed the discussion to bathrooms, patrons' hygiene, safety and possible treatment services. (See Attachment B for all the transcribed comments.)

These paraphrased comments are the ones that recurred most often and most vociferously during the course of the three focus groups. Many repeat the comments submitted on the returned surveys.

- Staff does not assume that homeless patrons all have offensive behaviors or that all offensive behaviors are caused by homeless patrons.
- The overwhelming, non-library needs of some patrons don't make use of the staff's professional abilities. These needs strain employees' impulses to be compassionate.
- People with non-library needs are not asking for our assistance to connect them to available services.
- The evolution of the Library as a place where people perform activities (sleeping, eating, bathing, drug use, acting out, viewing porn, etc.) not related to traditional library functions creates tremendous frustration, fear and low morale. A City-run, non-library facility could offer similar resources (computers, chairs, reading material, bathrooms, showers, lockers, etc.) in a more appropriate setting.
- Inappropriate behaviors in the bathrooms (bathing, laundering, drug-taking, performing sex acts, vandalism of library materials as well as vandalism of bathrooms themselves) make the bathrooms unpleasant – "disgusting" – for other patrons and Custodial & Security staff.
- Well-behaved people who don't have to be here are put off by others' behaviors and, therefore, don't come.

- A disproportionate number of the disturbances are caused by patrons with mental and/or substance abuse problems. Staff is physically uncomfortable serving patrons with strong odors.
- Patrons relieve themselves wherever they choose, both in the building and around it.
- The well-meaning Security department is understaffed and needs more training to effectively respond to this population of misbehaving patrons.
- Security feels limited by Administration in their abilities to enforce the rules and mete out punishments to those who disobey the *Guidelines for Library Use*.
- Collaborations with the police and social service providers are seen as positive.
- Oversized bags create problems when they block walkways, contain vermin and slow patrons' exit from the building during evacuations.
- Staff feels they are exposed to violence (human; animal) and patron-borne diseases.
- Patrons are skeptical that all animals brought into the Main are truly service animals.
- Staff has a perception that misbehaving "others" have more rights than staff and those who follow the rules.
- It seems to many that people can get away with just about any behavior.
- Staff assumes a connection between theft and vandalism of library materials with those whose behaviors are problematic.
- Some staff are reluctant to handle a relatively minor infraction directly for fear of an extreme reaction from the patron; Security is asked to respond or staff lets the incident (eating, drinking, loud cell phone usage) go uncorrected.
- Staff could benefit from knowing the standards applied to those who misbehave and having the confidence the standards are applied consistently.
- Some employees feel they are experiencing workplace harassment brought on by patrons' viewing of pornography.
- The on-site presence of a social service worker would relieve staff of considerable burdens.

Step Three – Patron Survey

On a Friday morning in August, prior to opening of the Main Library, approximately one dozen members of SF HOT approached patrons waiting to enter the building at the Larkin and Grove Street entrances. Team members offered donuts to those waiting and identified themselves as employees of the City's Department of Public Health conducting a survey for the Library. Patrons were asked five multiple-choice questions plus one open-ended question designed to identify the most popular Library services and spaces; the frequency and durations of visits; and patrons' housing status. Patrons were allowed to name more than one service and space they enjoy. Fifty patrons completed the survey.

Two weeks later, on a Thursday inside the building, four members of SF HOT approached patrons exiting the bathrooms; waiting for Express Internet computers and sitting at reading tables. Patrons were asked five multiple-choice questions plus one open-ended question designed to identify the most popular Library services and spaces; the frequency and durations of visits; and patrons' housing status. Patrons were allowed to name more than one service and space they enjoy. One hundred-twenty patrons completed the survey.

Highlights of the surveys follow. Responses to the survey conducted on the Friday morning prior to opening show one noteworthy difference from the combined results, specifically that most patrons (44%) say they visit the Library four times a week or more, compared with the majority of users (35%) in the combined results who use the building two-to-three times per week. (See Attachment C for the survey questions and responses to the two patron surveys, plus the combined responses of both surveys.)

- The most popular Library service is our books (named 39% of the time), followed by the computers (26%).
- The most popular areas within the Library are the individual carrels at the windows at Larkin and Fulton Streets (named 37% of the time), followed by the bathrooms (26%).
- A majority of respondents (47%) stay 1-2 hours per visit and visit the Main 2-3 times per week (35%).
- Close to 20% of respondents identify as homeless, yet 55% who answered the question said they spend their non-Library time in shelters, streets, parks, at 39 Fell Street, bars, ballgames, Starbucks, etc. The remaining 45% are at work, in school or at home.

October 5, 2006

Memo to: Library Commissioners

From: Luis Herrera, City Librarian

Subject: Acquisitions of out of print books

Since my response of June 15 to a question raised at the June 1 Library Commission meeting regarding the Library's practices in acquiring out of print materials, some additional and/or new information has come to light.

Recently the Library's contract with Alibris, a vendor which specializes in acquiring rare and out of print titles, has been approved, and acquisitions staff is in the process of making Main Library selectors aware of this new resource, which has greatly enhanced our ability to acquire out of print materials. All Main Library subject replacement titles will continue to be placed with Midwest Library Out of Print Services.

Librarian/selectors, as part of their collection maintenance responsibilities, consider replacing missing titles on an ongoing basis. While the Library's online system does not generate lists of long-missing and lost titles on a system wide basis, each selector can take advantage of the "create lists" function in Millenium by generating a snapshot of the status of the books in a particular collection. The librarian/selector then can request the purchase of a replacement title, whether it is still in print or not, to backfill missing titles.

In general, out of print titles which may be purchased for the Main Library are not purchased for the branches due to the lack of large quantities of single individual out of print titles in good condition. However, it may be possible in the future, with an increasing number of publishers offering print on demand publishing of both current and backlist titles, that acquisition of out of print titles will become more routine and commonplace.

We hope that this helps clarify any confusion on this subject.

San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT 2007 MEETING SCHEDULE

FIRST THURSDAY OF THE MONTH, 4:00PM

JANUARY 4, FEBRUARY 1, MARCH 1, APRIL 5, MAY 3, JUNE 7, SEPTEMBER 6, OCTOBER 4, NOVEMBER 1, and DECEMBER 6, 2007.

THIRD THURSDAY OF THE MONTH 4:00PM

JANUARY 18, FEBRUARY 15, MARCH 15, APRIL 19, MAY 17, JUNE 21, JULY 19, AUGUST 17, SEPTEMBER 20, OCTOBER 18, NOVEMBER 15, and DECEMBER 20, 2007.

* THERE WILL BE ONLY ONE SCHEDULED REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION DURING JULY AND AUGUST 2007.

M. Housh, Commission Secretary 10/2/06

DRAFT

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
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SF
P76
#2
10/5/06
draft

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, October 5, 2006.
The San Francisco Public Library Commission held a regular meeting on Thursday, September 7, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:07pm

Commissioners present: Bautista, Chin, Coulter, and Higueras
A quorum was present. Commissioner Gomez joined the meeting at 4:10pm.
Commissioners Kane and Munson were reported excused attendance.

President Higueras announced the passing of Library Hero Marjorie Stern and then introduced Vice President Coulter who recalled Ms. Stern's monumental contributions to the San Francisco Public Library and in particular highlighted her crucial role in the creation of the Friends of the Library and her ultimately successful decades long effort to build the new Main Library.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public spoke in opposition to the Friends of the Library; suggested that "public comment" should have been offered on the announcement of Ms. Stern's passing, and recalled aspects Ms Stern's involvement with the Library.

Ms. Jean Feilmoser of the Friend's of the Library's Excelsior Branch Library neighborhood committee discussed the great success of the renovated branch library, its popularity and extensive use by the entire neighborhood community; and called attention to an upcoming October 28th donor recognition event honoring contributions made in support of the Branch Library.

Mr. Robert Schultz, Friend of the Library Board member, informed the Commissioners that this year's four day forty hour Big Book Sale had been the most successful ever, raising $247,000 for our libraries.

Mr. Peter Warfield commented that Ms. Stern's history with the library predated his involvement and had benefited himself and others who had not known her; suggested a display about her contributions be exhibited; and continued his inquiries concerning the Library's policies on acquiring out-of-print books.

Ms. Deborah Doyle, Friends of the Library thanked Vice president Coulter for his heartfelt tribute to Marjorie Stern, recalled her own interactions with Ms. Stern, and noted that Ms Stern vision of a "world class library system" included not only the Main Library but the branches as well.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 7, 2006

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF SEPTEMBER 7, 2006

An anonymous member of the Public found these Minutes' summaries of their comments poor but not bad; citing in particular discussions of the previous meeting minutes and other discussions in response to public comments that were not reported.

Mr. Peter Warfield cited several instances where his comments were either omitted or not fully reported, and criticized report of his public comment concerning the September 7th Friend's Report as not germane to the item. Mr. Warfield felt his comments were responsive to issues that had been raised in Ms. Bero's report.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 7, 2006

President Higueras noted that the Library Commission meeting while not televised were available in both audio and DVD recordings and recalled the Library Commissioner's repeated efforts over many years to resolve regular complaints about the content of their meeting's minutes. President Higueras noted that the Commission's Meeting Minutes fully satisfied all the requirements of State law and San Francisco's Sunshine Ordinance.

Commissioner Chin again urged that the Minutes be focused on the actions taken by the Commission rather than report of discussion.

MOTION: by Commissioner Bautista, 2nd by Commissioner Chin for approval of the Minutes of the regular Library Commission meeting of September 7, 2006.

ACTION: 5-0 Aye (Bautista, Chin, Coulter, Gomez, and Higueras)

AGENDA ITEM #3 FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero introduced Mr. David Hooper of the friend's Excelsior Branch Library neighborhood Committee, who provided additional highlights of the extensive programming, collections, and neighborhood activities at the renovated Branch Library. Mr. Hooper highlighted an upcoming author program featuring The Hummingbird's Daughter author Luis Alberto Urrea, and invited everyone to join in a October 28th celebration recognizing the generosity of donors, especially benefactress Dolores Knight, to the Excelsior Branch Library.

Ms. Bero then introduced Friend's staff member Elena Engle who gave a detailed presentation concerning how the Friends collaborated with library staff in selecting and acquiring furniture, fixtures, and equipment for use in the new and renovated branch libraries.

Ms. Bero then reported that the Friend's of the San Francisco Public Library's Big Book Sale had been the best ever, raising $9,000 more that last year. Ms. Bero then updated the Commissioners concerning the next "Poets Eleven" Program planned for October 17th at the Mission Branch Library.

The Friend's Executive Director concluded her report by thanking Commission Secretary Michael Housh for his efforts on behalf of San Francisco's public libraries while serving as Secretary to the Library Commission.

Public comment on AGENDA ITEM #3 FRIENDS OF THE LIBRARY REPORT

An anonymous member of the public opposed giving to the Friends of the Library or accepting funding from the Friends; and noted that they had been unaware that the Friends donated items remaining from their annual book sale to other charities.

Mr. Peter Warfield commented about acquisition of furniture, fixtures, and equipment for use in the new and renovated branch libraries saying he had heard nothing in this report about such any discussions being held at public meetings where comments could offered by random members of the public.

Commission discussion of AGENDA ITEM #3 FRIENDS OF THE LIBRARY REPORT

President Higueras noted that all of these items met standards and specification which had been set by the Library in several lengthy public meetings with the advice and assistance of design professionals through an entirely public process. Furthermore, Commissioner Bautista noted, as all of these items had been privately funded additional public input was not required.

President Higueras offered Kudos to the Friends and their many volunteers for the great success of this year's Big Book Sale. Commissioner Bautista also applauded the success of the Big Book Sale noting its international reputation and honored the dedicated work of the many volunteers who made its success possible. Commissioner Chin questioned those who criticized the work of others benefiting our libraries but who did nothing themselves except complain.

Ms. Bero noted that free books for non-profits, teachers, and library staff were available all year long not just at the annual book sale.

Commissioner Gomez left the meeting at 5:10pm.

AGENDA ITEM #4 WALKER PATENT & TRADEMARK CENTER REPORT

Chief of the Main Library Kathy Lawhun introduced Librarian Cella Mitchell for a report on the Brooks Walker Patent and Trademark Center which opened in 1996 and was located on the 5th Floor of the Main Library. Ms. Mitchell presented a detailed overview of the Walker Center's programs and activities (copy attached) reporting in great deal how the center assisted local inventors to obtain information about how to acquire patents, trademarks, and copywrites.

Public comment on AGENDA ITEM#4 WALKER PATENT & TRADEMARK CENTER REPORT

An anonymous member of the public commented that this was a valuable service; recalled that patents had had to be renumbered after a fire caused loss of many records; and noted often overlooked aspects of the unseen influence of patented inventions such as the typewriter on subsequent technologies.

Mr. David Pilpel noted that San Franciscan Q. Todd Dickenson had served as President Clinton's Director of the United States Patent Office.

Mr. Peter Warfield found the report food for thought, commented on the name of a plant, and suggested that protection against theft of ideas was yet another reason for protecting privacy at the Library.

Commission discussion of AGENDA ITEM#4 WALKER PATENT & TRADEMARK CENTER REPORT

In response to questions by Commissioner Bautista, Ms. Mitchell reported that Brooks Walker had been a well known and prolific San Francisco Inventor. Vice President Coulter reported that the Brook Walker Center had been named in his honor after a significant gift to the Library had been made by his family. Commissioner Chin noted recent controversies concerning effort to patent biologicals.

President Higueras announced that he was continuing AGENDA ITEMS #5 PUBLIC SAFETY PLANS and AGENDA ITEM #7 LIBRARY COMMISSION MEETINGS SCHEDULE to a future meeting as the Commission could shortly lose it s quorum.

AGENDA ITEM #6 CITY LIBRARIAN'S REPORT

City Librarian Herrera formally announced the selection of Ms. Jill Bourne, formerly with the Seattle Public Library to be the new Deputy City Librarian and discussed her background, (copy attached). The City Librarian next presented a clarification of the library's acquisition of out-of-print materials (copy attached) and discussed the process used by selectors.

The City Librarian introduced the Chief of Branches Brian Bannon who gave a report on the opening of an interim "International Languages Center" located in the lower level at the Presidio Branch Library to make available to users portions of the Library's Japanese, Russian and Chinese Language collections usually maintained at the now "closed for renovation" Western Addition and soon to be closed Richmond Branch Libraries. Mr. Bannon noted that there had been significant increases in circulation at the branch as a result of the Center's opening.

Mr. Herrera then reported on the planned opening next month of a 500 sq, ft reading center operated with a full time librarian at the new Juvenile Hall. The City Librarian next updated the Commissioners on the completion of the landscape project along the Main Library's Fulton Street greenway.

Mr. Herrera concluded his report with reports of planned Adult, Teen, and Children's Programs and Exhibition during October.

Public comment on AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

An anonymous member of the public criticized the lack of listing of an explanatory document on the agenda about out-of-print books; found that the City Librarian's clarification had not answered their questions; and said that they were even more confused than before by what was presented.

Mr. Peter Warfield commented that his June 15th questions concerning the Library practices in acquiring out-of-print books remained unanswered and questioned why the explanatory document was not noted on the meeting's agenda.

President Higueras announced that AGENDA ITEM # 8 LABOR UNION REPORT, AGENDA ITEM # 9 NEW BUSINESS would be continued.

AGENDA ITEM#8 TRIBUTE TO THE COMMISSION SECRETARY

Public comment on AGENDA ITEM#8 TRIBUTE TO THE COMMISSIOBN SECRETARY

An anonymous member of the public said that they had nothing but praise for the Commission Secretary's performance of his duties as they had expected and been given no quarter by what they described as a "Clint Eastwood" of Commission Secretaries; citing an experience this person had requesting public records from the Library.

Commission discussion of AGENDA ITEM#8 TRIBUTE TO THE COMMISSIOBN SECRETARY

The City Librarian thanked the Commission Secretary on behalf of the Library's staff for his nine years of hard work and dedicated public service. Vice President Coulter noted that he as well as Commissioners Higueras and Chin had been involved in the selection of the Commission Secretary years ago and that he wished him well in new duties. Commissioner Chin thanked the Commissioner Secretary for his assistance and support and particularly for providing the M&M's to sustain Commissioners through their meetings. Commissioner Bautista expressed her thanks and appreciation for the Commission Secretary's efforts on her behalf.

President Higueras noted that as President he had worked particularly closely with the Commission Secretary, and read into the record (copy attached) the Commission's Resolution of commendation, thanks and appreciation for a job well done.

MOTION: by Commission Bautista, 2nd by Commission Chin for approval of the proposed Resolution of commendation, thanks, and appreciation for Commission Secretary Michel Housh for his nine years of exemplary service as Secretary to the Public Library Commission.

ACTION 4-0 AYE (Bautista, Chin, Coulter, and Higueras)

AGENDA ITEM#10 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Chin to adjourn the regular October 5, 2006 meeting "In Memoriam" of the late Library Hero Marjorie Stern.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higueras)

There be no further business, the September 7, 2006 Public Library Commission meeting adjourned at 6:20pm

Michael Housh, Commission Secretary 10/6/06

Please note: These are draft Minutes subject to revision by the Public Library Commission Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/ Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67 9, 67 28(b)& 67.28(d).

Minutes of the Library Commission Meeting October 5, 2006

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Marjorie Stern – S.F. library mover, shaker

By Robert Selna
CHRONICLE STAFF WRITER

Marjorie Stern played key roles in establishing the new Main Library and the Asian Art Museum.

Marjorie Gunst Stern, who played a central role in establishing San Francisco's new Main Library and Asian Art Museum, has died at age 91.

Mrs. Stern, a fourth-generation San Franciscan, was a founder of the Friends of the San Francisco Public Library as well as the Society for Asian Art. She died of complications related to old age on Sept. 30, according to her son, Peter.

"Marjorie was the best friend the library ever had," said Deborah Doyle, a longtime library supporter. "She believed that a free public library system was the cornerstone for an informed city and democracy. ... She wanted a world-class library system in San Francisco."

Doyle said Mrs. Stern fought hard to keep the new Main Library at 100 Larkin St. in the Civic Center after a 1974 plan was announced to build a new Symphony Hall on the plot. By that time, Mrs. Stern had already been working toward building the new library for 14 years.

Mrs. Stern was born in Pacific Heights in 1915, and at a young age her parents fostered in her a love of books. She was exposed to Asian art through growing up in the city and later traveled extensively in China and other parts of Asia, her son said.

After attending private schools in San Francisco, Mrs. Stern attended Smith College in Massachusetts. On the East Coast, she met Carl W. Stern of Chicago, who was later stationed in California during World War II. Following the war, the couple settled in San Francisco, and Carl Stern went to work as an investment banker. The couple had two sons.

In the 1950s, Mrs. Stern was among those who persuaded Chicago businessman Avery Brundage to donate part of his Asian art collection to San Francisco.

In 1960, she helped spearhead a $2.7 million bond issue that enabled the city to acquire the rest of the Brundage collection and build a new facility to house it. The facility became the Asian Art Museum.

Around the same time, Mrs. Stern and others started the Friends of the San Francisco Public Library and began a 40-year campaign to construct a new Main Library building. Voters approved a $109.5 million bond measure in 1988 and construction began in 1992. The new library opened in 1996.

In 1996, Mrs. Stern told a Chronicle reporter that she had spent 30 years working toward a new library.

"There are no shortcuts to meaningful civic improvement," she said. "It takes years of hard work . . ."

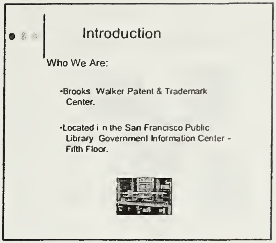
The library and Asian Art Museum were not Mrs. Stern's only interests, and she dedicated her time to many other causes. She was a founder of Hospice of San Francisco, helped created Annadel State Park near Santa Rosa and was active in other civic and environmental organizations, according to her son.

In addition to Peter Stern, Mrs. Stern is survived by her other son, Carl of Chicago, six grandchildren and one great-grandchild.

A memorial service is scheduled for 10 a.m. Friday at Temple Emanu-El, at Lake Street at Arguello Boulevard in San Francisco.

Patents, Trademarks
&
Copyright

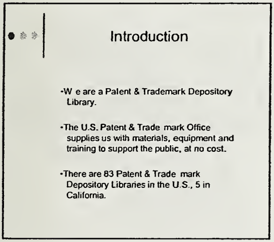
Patent and Trademark Center
San Francisco Public Library
Cella Mitchell
cmitchell@sfpl.org



Introduction

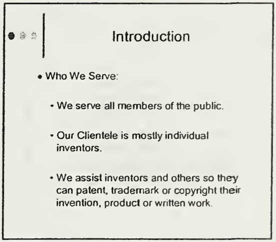
Who We Are:

- Brooks Walker Patent & Trademark Center.
- Located in the San Francisco Public Library Government Information Center - Fifth Floor.



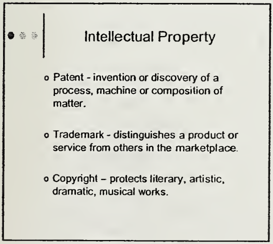
Introduction

- We are a Patent & Trademark Depository Library.
- The U.S. Patent & Trademark Office supplies us with materials, equipment and training to support the public, at no cost.
- There are 83 Patent & Trademark Depository Libraries in the U.S., 5 in California.



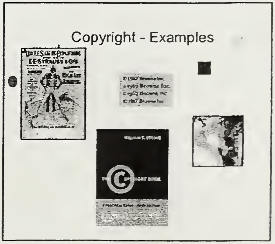
Introduction

- Who We Serve:
  - We serve all members of the public.
  - Our Clientele is mostly individual inventors.
  - We assist inventors and others so they can patent, trademark or copyright their invention, product or written work.

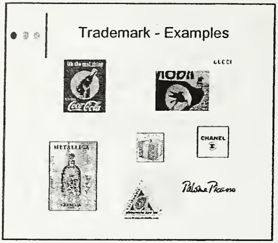


Intellectual Property

- Patent - invention or discovery of a process, machine or composition of matter.
- Trademark - distinguishes a product or service from others in the marketplace.
- Copyright – protects literary, artistic, dramatic, musical works.



Copyright - Examples



Trademark - Examples

GUCCI
Coca-Cola
METALLICA
CHANEL
Paloma Picasso

More Trademarks

Wrangler
INTERSPORT
ABB
Miele
KOHL
FERRERO
WMGROUP
Lufthansa Cargo
SIEMENS DEMATIC
EISENMANN
Vollert
DAIMLERCHRYSLER
Condor
OPEL
Nintendo
ESCADA
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ALPLA
LEAR
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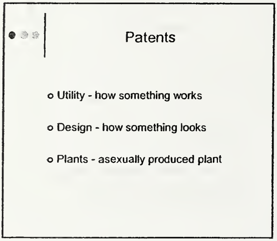
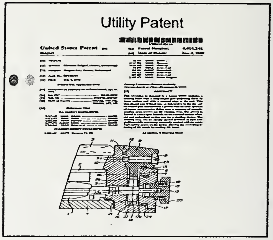
HEW
e-on
BMW
HANIEL



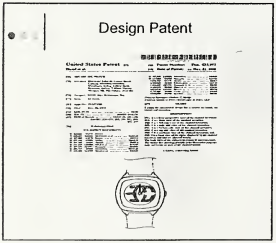
Patents

- Utility - how something works
- Design - how something looks
- Plants - asexually produced plant



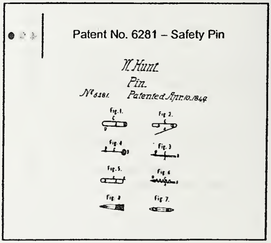
Utility Patent

United States Patent



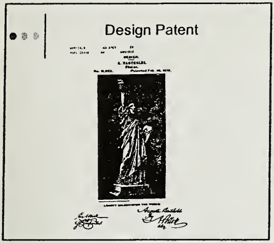
Design Patent

United States Patent

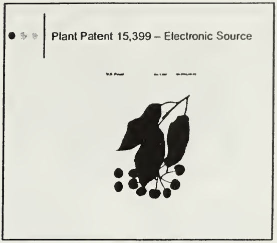


Patent No. 6281 – Safety Pin

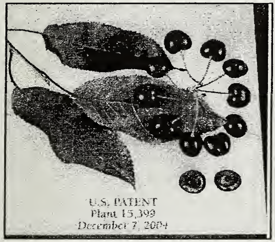
W. Hunt.
Pin.
No 6281.
Patented Apr. 10. 1849.
Fig. 1.
Fig. 2.
Fig. 4
Fig. 3
Fig. 5.
Fig. 6
Fig. 8
Fig. 7.



Design Patent



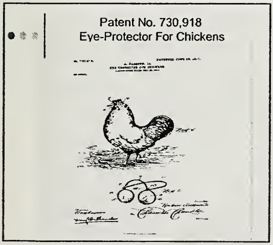
Plant Patent 15,399 – Electronic Source



U.S. PATENT
Plant 15,399
December 7, 2004

What cannot be patented

- Mental steps
- Abstract ideas
- Printed matter
- Perpetual motion
- Nuclear weapons
- Obvious devices
- Useless devices



Patent No. 730,918
Eye-Protector For Chickens

Resources

- USPTO Brochures
- Books
- Brochures
- Pathfinders
- Handouts

IP Books

- Nolo's Patents for Beginners
  by David Pressman, Richard Stim - 2006 - 210 pages
  Help Beyond This Book A. Inventor Resources 182 B. Patents and Intellectual Property Resources 183 1. Nolo Books on Intellectual Property 183 2. ...
- Patent, Copyright & Trademark: An Intellectual Property Desk Reference
  by Richard Stim - Law - 2006 - 580 pages
  ... Self-Help Intellectual Property Resources From Nolo If you're interested in intellectual property, Nolo, the publisher of this book, offers a number of ...
- Intellectual Property: Patents, Trademarks, and Copyrights by Richard Stim - Law - 2000 - 680 pages
  For detailed information on music rights review, see Music Law by Rich Stim (Nolo.com). For updates to these books and news regarding copyright, ...
- Patent, Copyright & Trademark: An Intellectual Property Desk Reference
  by Stephen Elias - Law - 2002 - 470 pages
- Getting Permission: How to License & Clear Copyrighted Materials Online & Off "With CD"
  by Richard W Stim - Law - 2004 - 480 pages
  General Intellectual Property Resources ... Yahoo! provides a thorough directory of ... involves reading legal books and finding applicable law and cases.

SEARCHING TRADEMARKS ON THE U.S. PATENT AND TRADEMARK OFFICE
U.S. TRADEMARK Electronic Search System (TESS)
(www.uspto.gov)

1. Click on Trademarks.

2. Click on Search pending and registered trademarks.

3. Click on New User Form Search (Basic).
*(For more complex searches such as design codes or goods and services or description of marks, please choose **STRUCTURED SEARCH** or **FREE FORM SEARCH***

4. In the Search Term Box, type in trademark words such as *my first pillow*.
Search for unique words. Leave out generic words like "the", "company", "inc.", and "com".
Be creative with your search terms. Vary the spelling: "high hat" and "hy hat"
Combine two words into one or separate one word into two: birthright and "birth right".

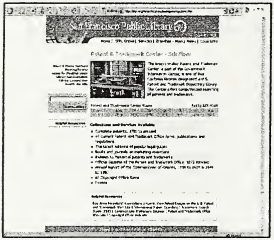
5. Click on Submit Query.

6. To view a particular trademark, click on the highlighted trademark in the column below Word Mark. The "live/dead" indicator tells you whether the trademark is active or inactive. If a particular trademark has an image, it will be displayed. You can check more details on current status by clicking on TARR (Trademark Applications and Registrations Retrieval) Status immediately to the top left of the display.

7. To print, select print from the file menu. Select the number of pages you want to print and hit ok.

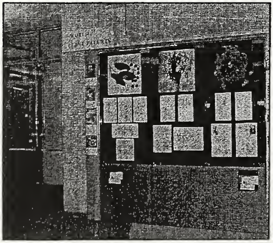
8. If you have any questions, please ask for assistance at the San Francisco Public Library Government Information Reference Desk at (415) 557-4500.

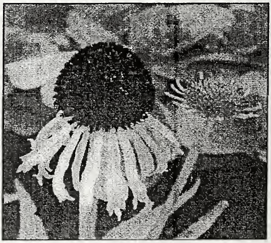
Before you begin your search be sure to consult Basic Facts about Trademarks at http://www.uspto.gov/web/offices/tac/doc/basic/index.html and Trademark: Legal Care for your Business and Product Name at the San Francisco Public Library 346.0488 EL42t.

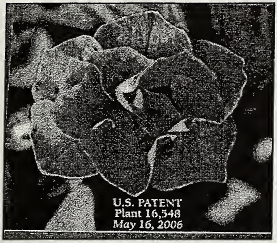


Community Outreach

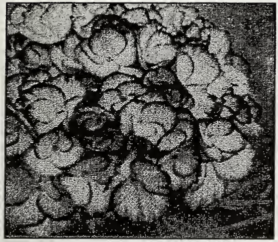
- Programs for the public
- Programs for librarians
- Exhibits

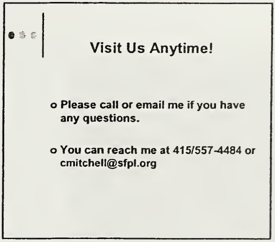





U.S. PATENT
Plant 16,548
May 16, 2006

U.S. PAT[illegible]
Plant 16,[illegible]5
January 2[illegible]006



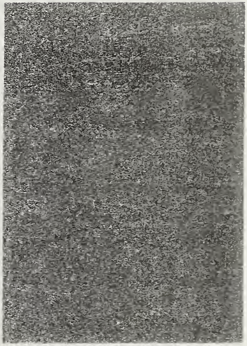


Visit Us Anytime!

- Please call or email me if you have any questions.
- You can reach me at 415/557-4484 or cmitchell@sfpl.org

ANTRIM READING & COMPUTER TABLES, AND CARRELS – STAIN TO MATCH READING CHAIRS

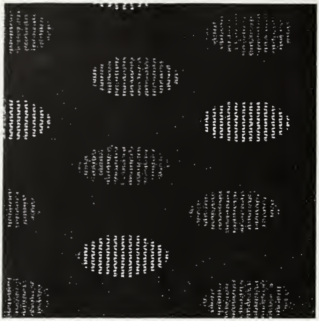
XYLON ADULT & TEEN READING CHAIR



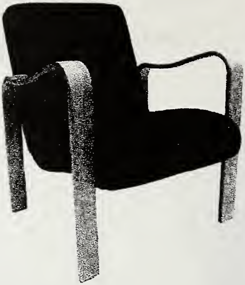
WOOD FINISH – CHAIR & TABLE

MARINA BRANCH LIBRARY
FURNITURE FINISHES

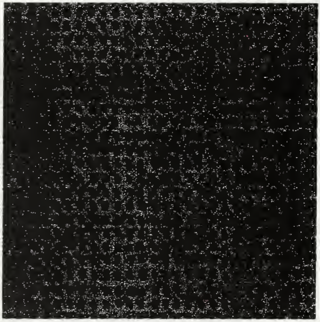
TOM ELIOT FISCH
JUNE 2005



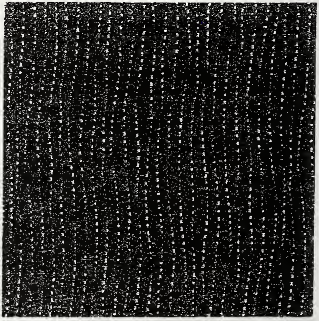
CHAIR FABRIC – ADULT, LOUNGE



LOUNGE CHAIR



CHAIR FABRIC – ADULT



CHAIR FABRIC – TEEN

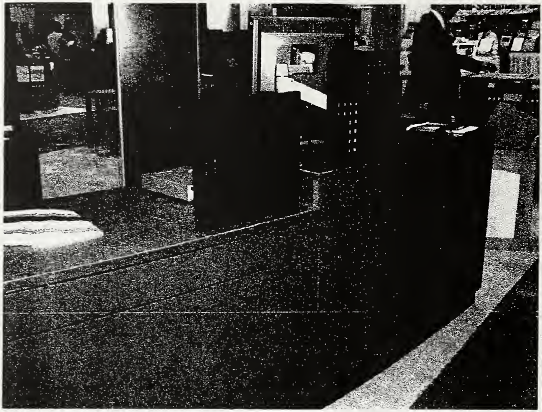
CHILDREN'S/JUVENILE TABLE

WOOD FINISH

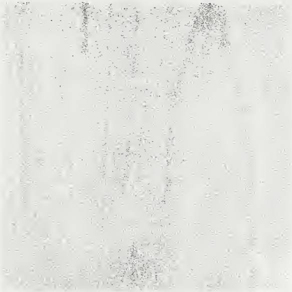
CHILDREN'S/JUVENILE CHAIRS

MARINA BRANCH LIBRARY
FURNITURE FINISHES

TOM ELIOT FISCH
JUNE 2005

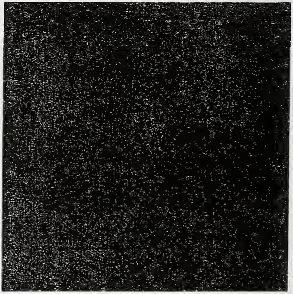


CIRCULATION & INFORMATION DESKS
SELF-CHECK STATIONS



WOOD FINISH

METAL TRIM



SURFACE FINISH

MARINA BRANCH LIBRARY
FURNITURE FINISHES

TOM ELIOT FISCH
JUNE 2005

San Francisco Public Library

FOR IMMEDIATE RELEASE
Sept. 21, 2006

CONTACT: Sherri Eng
(415) 557-4282; seng@sfpl.org

San Francisco Public Library Names New Deputy City Librarian

Jill Bourne will join San Francisco Public Library on Nov. 6 as the system's new deputy city librarian. In this capacity, Bourne will serve as the assistant to City Librarian Luis Hererra and will be responsible for the administration of all operations and activities of the Public Library.

Bourne hails from the Seattle Public Library system, where she has worked in various positions for the past 9 ½ years. She brings strong experience in collection management, capital building programs, reference services, public training and staff development.

Bourne was recently named Seattle Public Library's acting director of public services. Prior to that, she was the assistant director of public services, overseeing a staff of 110 and managing a $23 million annual operating budget. She also led collection management activities for the Central Library and the 26 branch libraries. Previously, Bourne served as assistant director of the Central Library, where she supervised staff, programming, and operations for public services departments at three Central Library locations. She also managed the Children's and Literacy, ESL, and World Languages departments, while also leading collection management activities for Central Library departments.

Bourne joined Seattle Public Library in 1997 and helped open the NewHolly Branch; developed English as a Second Language collections for six neighborhood libraries; and managed and facilitated development of the Children's and Young Adult collections system-wide.

Bourne holds a bachelor's degree in English, with honors, from New York University and a master's degree in Library and Information Science from the University of Washington.

"I am incredibly excited by the opportunity to join the San Francisco Public Library, a dynamic and world-class organization," said Bourne. "I look forward to getting to know the staff and becoming part of a Library that is deeply committed and connected to its diverse communities."

She will be moving to the Bay Area in late October with her partner, Mark, and 4-year-old son, Beckett. Bourne said that she and her family look forward to exploring San Francisco, including its unique neighborhoods, restaurants, parks, theater and shops.

For more information, please call (415) 557-4277.

Note: Photo of Bourne available for publication.

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San Francisco Public Library

October 5, 2006

Memo to: Library Commissioners

From: Luis Herrera, City Librarian

Subject: Acquisitions of out-of-print books

Since my response of June 15 to a question raised at the June 1 Library Commission meeting regarding the Library's practices in acquiring out-of print materials, some additional and/or new information has come to light.

Librarian/selectors, as part of their collection maintenance responsibilities, consider replacing missing titles on an ongoing basis. While the Library's online system does not generate lists of long-missing and lost titles on a system wide basis, each selector can take advantage of the "create lists" function in Millennium by generating a snapshot of the status of the books in a particular collection. The librarian/selector then can request the purchase of a replacement title, whether it is still in print or not, to backfill missing titles.

All Main Library subject replacement titles are placed with Midwest Library "Out of Print" Services initially, in case some titles are out of print. This vendor fills the order with current titles and finds out-of-print titles. In addition, the Library uses *Alibris*, a vendor which specializes in acquiring rare and out-of-print titles. The Acquisitions staff is in the process of making Main Library selectors aware of this resource, which has greatly enhanced our ability to acquire out-of-print materials.

In general, out-of-print titles which may be purchased for the Main Library are not purchased for the branches due to the lack of large quantities of single individual out of print titles in good condition. However, it may be possible in the future, with an increasing number of publishers offering print on demand publishing of both current and backlist titles, that acquisition of out-of-print titles will become more routine and commonplace.

We hope that this helps clarify the process of selecting replacement titles.

San Francisco Public Library

Whereas, the San Francisco Public Library Commission is pleased to RECOGNIZE, **HONOR**, and **COMMEND MIKE HOUSH** for the many significant contributions that he has made as Secretary to the Public Library Commission for the betterment of San Francisco's public library system throughout his nine years of service to the Public Library Commission; and

Whereas, through political insights, knowledge of the workings of the City, and his well known love for the history and traditions of San Francisco, MIKE HOUSH has demonstrated exemplary public service; and

Whereas, **MIKE HOUSH** has served the Library Commission and the public with dedication and distinction, serving all citizens with respect and demonstrating good faith while serving their extensive information needs; and

Whereas, the San Francisco Public Library Commission acknowledges, thanks and salutes **MIKE HOUSH** for his many years of dedicated public service leadership and acknowledges his generosity of spirit and the affection and respect for him held by his colleagues at its regular meeting on October 5, 2006; Now,

Therefore be it resolved,

that the **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**, in **RECOGNITION** and **HONOR** of his outstanding exemplary leadership and dedicated hard work as Secretary of the Commission, does hereby RECOGNIZE, **HONOR, COMMEND** and **THANK**

Mike Housh

Witness Whereof, I have hereunto set my hand and caused the seal of the San Francisco Public Library Commission to be affixed.

Charles A. Higueras, A.I.A., Library Commission President

October 5, 2006

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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approved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, October 5, 2006.
(As approved November 2, 2006)

The San Francisco Public Library Commission held a regular meeting on Thursday, October 5, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:07pm

Commissioners present: Bautista, Chin, Coulter, and Higueras
A quorum was present. Commissioner Gomez joined the meeting at 4:10pm. Commissioners Kane and Munson were reported excused attendance.

President Higueras announced the passing of Library Hero Marjorie Stern and then introduced Vice President Coulter who recalled Ms. Stern's monumental contributions to the San Francisco Public Library and in particular highlighted her crucial role in the creation of the Friends of the Library and her ultimately successful decades long effort to build the new Main Library.

AGENDA ITEM #1 PUBLIC COMMENT

Donna Bero, Executive Director of Friends of the Library, remembered Marjorie Stern for her great tenacity and determination, her ability to reach out and include people in every part of the community, and for her singular sense of style. A memorial fund has been established at Friends. She said that many people have called to share some wonderful stories about Mrs. Stern. She suggested that a meaningful memorial be erected at the Main Library.

An anonymous member of the public spoke in opposition to the Friends of the Library; suggested that "public comment" should have been offered on the announcement of Ms. Stern's passing, and recalled aspects Ms Stern's involvement with the Library.

Ms. Jean Feilmoser of the Friend's of the Library's Excelsior Branch Library neighborhood committee discussed the great success of the renovated branch library, its popularity and extensive use by the entire neighborhood community; and called attention to an upcoming October 28th donor recognition event honoring contributions made in support of the Branch Library.

Mr. Robert Schultz, Friend of the Library Board member, informed the Commissioners that this year's four day forty hour Big Book Sale had been the most successful ever, raising $247,000 for our libraries.

Mr. Peter Warfield commented that Ms. Stern's history with the library predated his involvement and had benefited himself and others who had not known her; suggested a display about her contributions be exhibited; and continued his inquiries concerning the Library's policies on acquiring out-of-print books.

Ms. Deborah Doyle, Friends of the Library thanked Vice president Coulter for his heartfelt tribute to Marjorie Stern, recalled her own interactions with Ms. Stern, and noted that Ms Stern vision of a "world class library system" included not only the Main Library but the branches as well.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 7, 2006

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF SEPTEMBER 7, 2006

An anonymous member of the Public found these Minutes' summaries of their comments poor but not bad; citing in particular discussions of the previous meeting minutes and other discussions in response to public comments that were not reported.

Mr. Peter Warfield cited several instances where his comments were either omitted or not fully reported, and criticized report of his public comment concerning the September 7th Friend's Report as not germane to the item. Mr. Warfield felt his comments were responsive to issues that had been raised in Ms. Bero's report.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 7, 2006

President Higueras noted that the Library Commission meeting while not televised were available in both audio and DVD recordings and recalled the Library Commissioner's repeated efforts over many years to resolve regular complaints about the content of their meeting's minutes. President Higueras noted that the Commission's Meeting Minutes fully satisfied all the requirements of State law and San Francisco's Sunshine Ordinance.

Commissioner Chin again urged that the Minutes be focused on the actions taken by the Commission rather than report of discussion.

MOTION: by Commissioner Bautista, 2nd by Commissioner Chin for approval of the Minutes of the regular Library Commission meeting of September 7, 2006.

ACTION: 5-0 Aye (Bautista, Chin, Coulter, Gomez, and Higueras)

AGENDA ITEM #3 FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero introduced Mr. David Hooper of the friend's Excelsior Branch Library neighborhood Committee, who provided additional highlights of the extensive programming, collections, and neighborhood activities at the renovated Branch Library. Mr. Hooper highlighted an upcoming author program featuring The Hummingbird's Daughter author Luis Alberto Urrea, and invited everyone to join in a October 28th celebration recognizing the generosity of donors, especially benefactress Dolores Knight, to the Excelsior Branch Library.

Ms. Bero then introduced Friend's staff member Elena Engle who gave a detailed presentation concerning how the Friends collaborated with library staff in selecting and acquiring furniture, fixtures, and equipment for use in the new and renovated branch libraries.

Ms. Bero then reported that the Friend's of the San Francisco Public Library's Big Book Sale had been the best ever, raising $9,000 more that last year. Ms. Bero then updated the Commissioners concerning the next "Poets Eleven" Program planned for October 17th at the Mission Branch Library.

The Friend's Executive Director concluded her report by thanking Commission Secretary Michael Housh for his efforts on behalf of San Francisco's public libraries while serving as Secretary to the Library Commission.

Public comment on AGENDA ITEM #3 FRIENDS OF THE LIBRARY REPORT

An anonymous member of the public opposed giving to the Friends of the Library or accepting funding from the Friends; and noted that they had been unaware that the Friends donated items remaining from their annual book sale to other charities.

Mr. Peter Warfield commented about acquisition of furniture, fixtures, and equipment for use in the new and renovated branch libraries saying he had heard nothing in this report about such any discussions being held at public meetings where comments could offered by random members of the public.

Commission discussion of AGENDA ITEM #3 FRIENDS OF THE LIBRARY REPORT

President Higueras noted that all of these items met standards and specification which had been set by the Library in several lengthy public meetings with the advice and assistance of design professionals through an entirely public process. Furthermore, Commissioner Bautista noted, as all of these items had been privately funded additional public input was not required.

President Higueras offered Kudos to the Friends and their many volunteers for the great success of this year's Big Book Sale. Commissioner Bautista also applauded the success of the Big Book Sale noting its international reputation and honored the dedicated work of the many volunteers who made its success possible. Commissioner Chin questioned those who criticized the work of others benefiting our libraries but who did nothing themselves except complain.

Ms. Bero noted that free books for non-profits, teachers, and library staff were available all year long not just at the annual book sale.

Commissioner Gomez left the meeting at 5:10pm.

AGENDA ITEM #4 WALKER PATENT & TRADEMARK CENTER REPORT

Chief of the Main Library Kathy Lawhun introduced Librarian Cella Mitchell for a report on the Brooks Walker Patent and Trademark Center which opened in 1996 and was located on the 5th Floor of the Main Library. Ms. Mitchell presented a detailed overview of the Walker Center's programs and activities (copy attached) reporting in great deal how the center assisted local inventors to obtain information about how to acquire patents, trademarks, and copywrites.

Public comment on AGENDA ITEM#4 WALKER PATENT & TRADEMARK CENTER REPORT

An anonymous member of the public commented that this was a valuable service; recalled that patents had had to be renumbered after a fire caused loss of many records; and noted often overlooked aspects of the unseen influence of patented inventions such as the typewriter on subsequent technologies.

Mr. David Pilpel noted that San Franciscan Q. Todd Dickenson had served as President Clinton's Director of the United States Patent Office.

Mr. Peter Warfield found the report food for thought, commented on the name of a plant, and suggested that protection against theft of ideas was yet another reason for protecting privacy at the Library.

Commission discussion of AGENDA ITEM#4 WALKER PATENT & TRADEMARK CENTER REPORT

In response to questions by Commissioner Bautista, Ms. Mitchell reported that Brooks Walker had been a well known and prolific San Francisco Inventor. Vice President Coulter reported that the Brook Walker Center had been named in his honor after a significant gift to the Library had been made by his family. Commissioner Chin noted recent controversies concerning effort to patent biologicals.

President Higueras announced that he was continuing AGENDA ITEMS #5 PUBLIC SAFETY PLANS and AGENDA ITEM #7 LIBRARY COMMISSION MEETINGS SCHEDULE to a future meeting as the Commission could shortly lose it s quorum.

AGENDA ITEM #6 CITY LIBRARIAN'S REPORT

City Librarian Herrera formally announced the selection of Ms. Jill Bourne, formerly with the Seattle Public Library to be the new Deputy City Librarian and discussed her background, (copy attached). The City Librarian next presented a clarification of the library's acquisition of out-of-print materials (copy attached) and discussed the process used by selectors.

The City Librarian introduced the Chief of Branches Brian Bannon who gave a report on the opening of an interim "International Languages Center" located in the lower level at the Presidio Branch Library to make available to users portions of the Library's Japanese, Russian and Chinese Language collections usually maintained at the now "closed for renovation" Western Addition and soon to be closed Richmond Branch Libraries. Mr. Bannon noted that there had been significant increases in circulation at the branch as a result of the Center's opening.

Mr. Herrera then reported on the planned opening next month of a 500 sq, ft reading center operated with a full time librarian at the new Juvenile Hall. The City Librarian next updated the Commissioners on the completion of the landscape project along the Main Library's Fulton Street greenway.

Mr. Herrera concluded his report with reports of planned Adult, Teen, and Children's Programs and Exhibition during October.

Public comment on AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

An anonymous member of the public criticized the lack of listing of an explanatory document on the agenda about out-of-print books; found that the City Librarian's clarification had not answered their questions; and said that they were even more confused than before by what was presented.

Mr. Peter Warfield commented that his June 15th questions concerning the Library practices in acquiring out-of-print books remained unanswered and questioned why the explanatory document was not noted on the meeting's agenda.

President Higueras announced that AGENDA ITEM # 8 LABOR UNION REPORT, AGENDA ITEM # 9 NEW BUSINESS would be continued.

AGENDA ITEM#8 TRIBUTE TO THE COMMISSION SECRETARY

Public comment on AGENDA ITEM#8 TRIBUTE TO THE COMMISSIOBN SECRETARY

An anonymous member of the public said that they had nothing but praise for the Commission Secretary's performance of his duties as they had expected and been given no quarter by what they described as a "Clint Eastwood" of Commission Secretaries; citing an experience this person had requesting public records from the Library.

Commission discussion of AGENDA ITEM#8 TRIBUTE TO THE COMMISSIOBN SECRETARY

The City Librarian thanked the Commission Secretary on behalf of the Library's staff for his nine years of hard work and dedicated public service. Vice President Coulter noted that he as well as Commissioners Higueras and Chin had been involved in the selection of the Commission Secretary years ago and that he wished him well in new duties. Commissioner Chin thanked the Commissioner Secretary for his assistance and support and particularly for providing the M&M's to sustain Commissioners through their meetings. Commissioner Bautista expressed her thanks and appreciation for the Commission Secretary's efforts on her behalf.

President Higueras noted that as President he had worked particularly closely with the Commission Secretary, and read into the record (copy attached) the Commission's Resolution of commendation, thanks and appreciation for a job well done.

MOTION: by Commission Bautista, 2nd by Commission Chin for approval of the proposed Resolution of commendation, thanks, and appreciation for Commission Secretary Michel Housh for his nine years of exemplary service as Secretary to the Public Library Commission.

ACTION 4-0 AYE (Bautista, Chin, Coulter, and Higueras)

AGENDA ITEM#10 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Chin to adjourn the regular October 5, 2006 meeting "In Memoriam" of the late Library Hero Marjorie Stern.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higueras)

There be no further business, the September 7, 2006 Public Library Commission meeting adjourned at 6:20pm

Michael Housh, Commission Secretary 10/6/06

Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting October 5, 2006

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

OBITUARIES

Marjorie Stern – S.F. library mover, shaker

By Robert Selna
CHRONICLE STAFF WRITER

Marjorie Stern played key roles in establishing the new Main Library and the Asian Art Museum.

Marjorie Gunst Stern, who played a central role in establishing San Francisco's new Main Library and Asian Art Museum, has died at age 91.

Mrs. Stern, a fourth-generation San Franciscan, was a founder of the Friends of the San Francisco Public Library as well as the Society for Asian Art. She died of complications related to old age on Sept. 30, according to her son, Peter.

"Marjorie was the best friend the library ever had," said Deborah Doyle, a longtime library supporter. "She believed that a free public library system was the cornerstone for an informed city and democracy. . . . She wanted a world-class library system in San Francisco."

Doyle said Mrs. Stern fought hard to keep the new Main Library at 100 Larkin St. in the Civic Center after a 1974 plan was announced to build a new Symphony Hall on the plot. By that time, Mrs. Stern had already been working toward building the new library for 14 years.

Mrs. Stern was born in Pacific Heights in 1915, and at a young age her parents fostered in her a love of books. She was exposed to Asian art through growing up in the city and later traveled extensively in China and other parts of Asia, her son said.

After attending private schools in San Francisco, Mrs. Stern attended Smith College in Massachusetts. On the East Coast, she met Carl W. Stern of Chicago, who was later stationed in California during World War II. Following the war, the couple settled in San Francisco, and Carl Stern went to work as an investment banker. The couple had two sons.

In the 1950s, Mrs. Stern was among those who persuaded Chicago businessman Avery Brundage to donate part of his Asian art collection to San Francisco.

In 1960, she helped spearhead a $2.7 million bond issue that enabled the city to acquire the rest of the Brundage collection and build a new facility to house it. The facility became the Asian Art Museum.

Around the same time, Mrs. Stern and others started the Friends of the San Francisco Public Library and began a 40-year campaign to construct a new Main Library building. Voters approved a $109.5 million bond measure in 1988 and construction began in 1992. The new library opened in 1996.

In 1996, Mrs. Stern told a Chronicle reporter that she had spent 30 years working toward a new library.

"There are no shortcuts to meaningful civic improvement," she said. "It takes years of hard work . . ."

The library and Asian Art Museum were not Mrs. Stern's only interests, and she dedicated her time to many other causes. She was a founder of Hospice of San Francisco, helped created Annadel State Park near Santa Rosa and was active in other civic and environmental organizations, according to her son.

In addition to Peter Stern, Mrs. Stern is survived by her other son, Carl of Chicago, six grandchildren and one great-grandchild.

A memorial service is scheduled for 10 a.m. Friday at Temple Emanu-El, at Lake Street at Arguello Boulevard in San Francisco.

Patents, Trademarks
&
Copyright

Patent and Trademark Center
San Francisco Public Library
Celia Mitchell
cmitchell@sfpl.org

Introduction

Who We Are:

- Brooks Walker Patent & Trademark Center.
- Located in the San Francisco Public Library Government Information Center – Fifth Floor.

Introduction

- We are a Patent & Trademark Depository Library.
- The U.S. Patent & Trademark Office supplies us with materials, equipment and training to support the public, at no cost.
- There are 83 Patent & Trademark Depository Libraries in the U.S., 5 in California.

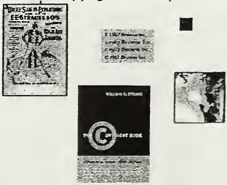
Introduction

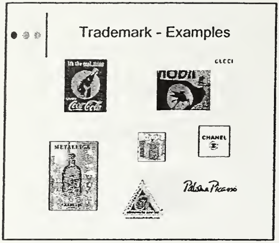
- Who We Serve:
  - We serve all members of the public.
  - Our Clientele is mostly individual inventors.
  - We assist inventors and others so they can patent, trademark or copyright their invention, product or written work.

Intellectual Property

- Patent - invention or discovery of a process, machine or composition of matter.
- Trademark - distinguishes a product or service from others in the marketplace.
- Copyright – protects literary, artistic, dramatic, musical works.

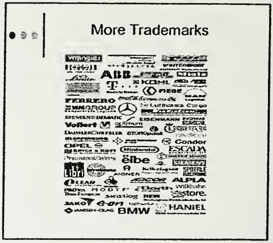
Copyright - Examples





Trademark - Examples

Coca-Cola
GUCCI
METALLICA
CHANEL
Paloma Picasso

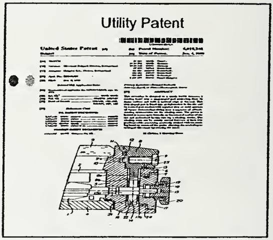


More Trademarks

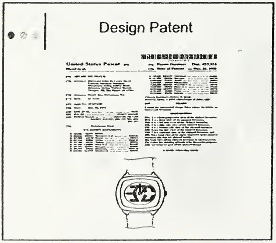
Wrangler
INTERSPORT
ABB
KOHL
FERRERO
WMGROUP
SIEMENS DEMATIC
EISENMANN
Vollert
DaimlerChrysler
Condor
OPEL
Nintendo
ESCADA
elbe
SIEMENS
Libri
AIGNER
SPIDERLE
OCLEAR
ALPLA
Barth
swatlog
store.
SAKO
e-on
BMW
HANIEL

Patents

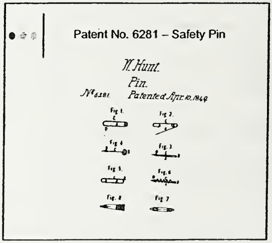
- Utility - how something works
- Design - how something looks
- Plants - asexually produced plant



Utility Patent



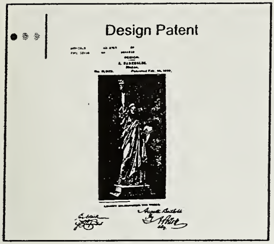
Design Patent



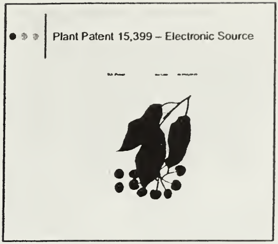
Patent No. 6281 – Safety Pin

W. Hunt.
Pin.
No. 6281. Patented Apr. 10, 1849

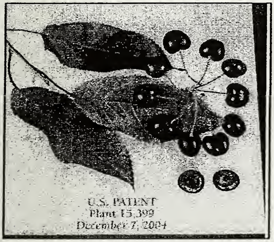
Fig. 1.
Fig. 2.
Fig. 4
Fig. 3
Fig. 5.
Fig. 6
Fig. 8
Fig. 7



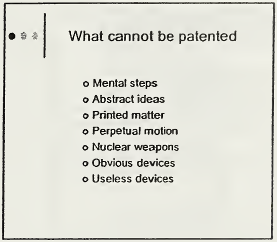
Design Patent



Plant Patent 15,399 – Electronic Source

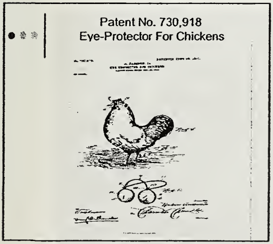


U.S. PATENT
Plant 15,399
December 7, 2004

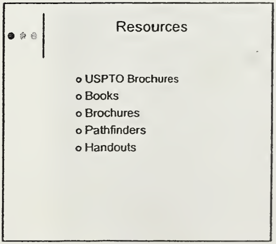


What cannot be patented

- o Mental steps
- o Abstract ideas
- o Printed matter
- o Perpetual motion
- o Nuclear weapons
- o Obvious devices
- o Useless devices

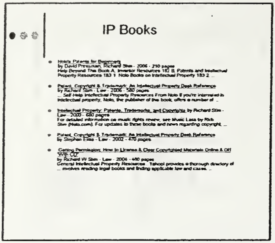


Patent No. 730,918
Eye-Protector For Chickens



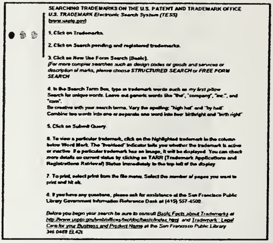
Resources

- o USPTO Brochures
- o Books
- o Brochures
- o Pathfinders
- o Handouts



IP Books

- Nolo's Patents for Beginners
  by David Pressman, Richard Stim - 2006 - 210 pages
  Help Beyond This Book A. Inventor Resources 182 B. Patents and Intellectual Property Resources 183 1. Nolo Books on Intellectual Property 183 2. ...
- Patent, Copyright & Trademark: An Intellectual Property Desk Reference
  by Richard Stim - Law - 2006 - 580 pages
  ... Self-Help Intellectual Property Resources From Nolo If you're interested in intellectual property, Nolo, the publisher of this book, offers a number of ...
- Intellectual Property: Patents, Trademarks, and Copyrights by Richard Stim - Law - 2000 - 680 pages
  For detailed information on music rights review, see Music Law by Rich Stim (Nolo.com). For updates to these books and news regarding copyright, ...
- Patent, Copyright & Trademark: An Intellectual Property Desk Reference
  by Stephen Elias - Law - 2002 - 470 pages
- Getting Permission: How to License & Clear Copyrighted Materials Online & Off With CD
  by Richard W Stim - Law - 2004 - 480 pages
  General Intellectual Property Resources ... Yahoo! provides a thorough directory of ... involves reading legal books and finding applicable law and cases. ...



SEARCHING TRADEMARKS ON THE U.S. PATENT AND TRADEMARK OFFICE
***U.S. TRADEMARK** Electronic Search System (TESS)*
(www.uspto.gov)

1. Click on Trademarks.

2. Click on Search pending and registered trademarks.

3. Click on New Use Form Search (Basic).
(For more complex searches such as design codes or goods and services or description of marks, please choose ***STRUCTURED SEARCH*** *or* ***FREE FORM SEARCH***

4. In the Search Term Box, type in trademark words such as ***my first pillow***
Search for unique words. Leave out generic words like "the", "company", "inc.", and "com".
Be creative with your search terms. Vary the spelling: "high hat" and "hy hat".
Combine two words into one or separate one word into two: birthright and "birth right"

5. Click on Submit Query

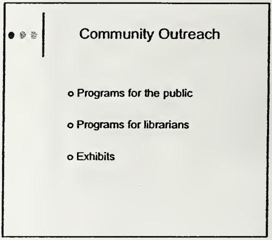
6. To view a particular trademark, click on the highlighted trademark in the column below Word Mark. The "live/dead" indicator tells you whether the trademark is active or inactive. If a particular trademark has an image, it will be displayed. You can check more details on current status by clicking on TARR (Trademark Applications and Registrations Retrieval) Status immediately to the top left of the display

7. To print, select print from the file menu. Select the number of pages you want to print and hit ok.

8. If you have any questions, please ask for assistance at the San Francisco Public Library Government Information Reference Desk at (415) 557-4500

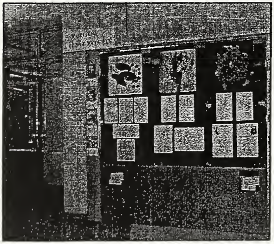
Before you begin your search be sure to consult Basic Facts about Trademarks at http://www.uspto.gov/web/offices/tac/doc/basic/index.html and Trademark: Legal Care for your Business and Product Name at the San Francisco Public Library 346.0488 EL42t

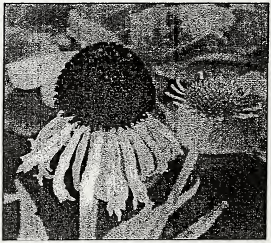
San Francisco Public Library
Patent & Trademark Center - 5th Floor
Collections and Services Available

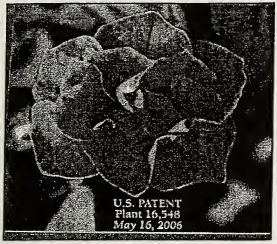


Community Outreach

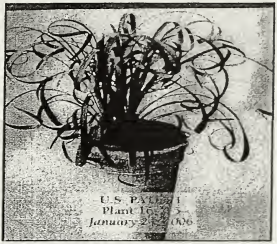
- Programs for the public
- Programs for librarians
- Exhibits







U.S. PATENT
Plant 16,548
May 16, 2006



U.S. PATENT
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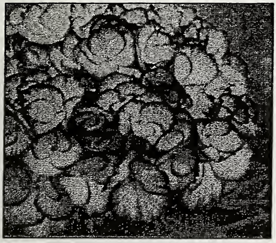
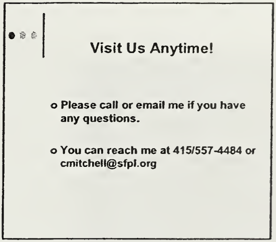
January 2[illegible]006

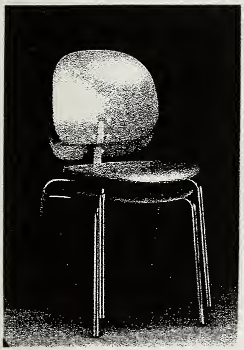




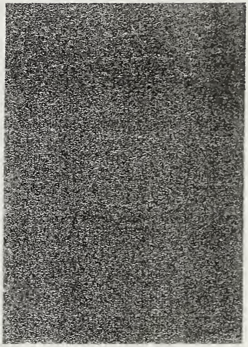
Visit Us Anytime!

- Please call or email me if you have any questions.
- You can reach me at 415/557-4484 or cmitchell@sfpl.org

ANTRIM READING & COMPUTER TABLES, AND CARRELS – STAIN TO MATCH READING CHAIRS



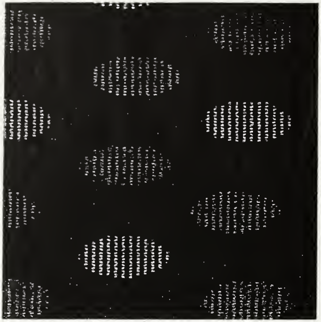
XYLON ADULT & TEEN READING CHAIR



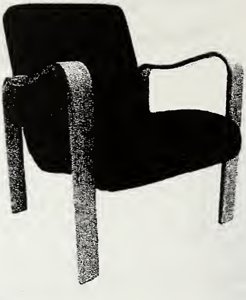
WOOD FINISH – CHAIR & TABLE

MARINA BRANCH LIBRARY
FURNITURE FINISHES

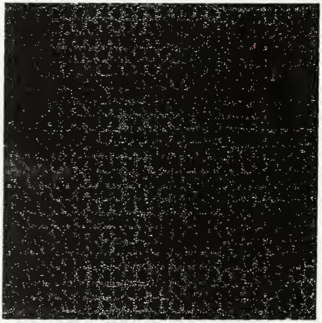
TOM ELIOT FISCH
JUNE 2005



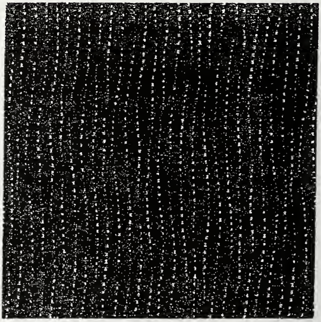
CHAIR FABRIC – ADULT, LOUNGE



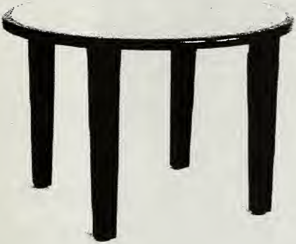
LOUNGE CHAIR



CHAIR FABRIC – ADULT

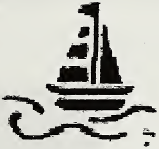


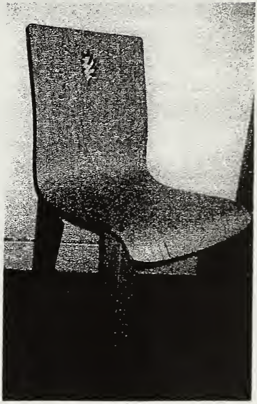
CHAIR FABRIC – TEEN



CHILDREN'S/JUVENILE TABLE

WOOD FINISH





CHILDREN'S/JUVENILE CHAIRS

MARINA BRANCH LIBRARY

FURNITURE FINISHES

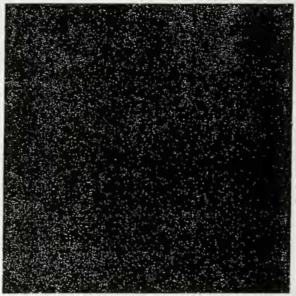
TOM ELIOT FISCH

JUNE 2005

CIRCULATION & INFORMATION DESKS
SELF-CHECK STATIONS

WOOD FINISH

METAL TRIM



SURFACE FINISH

MARINA BRANCH LIBRARY
FURNITURE FINISHES

TOM ELIOT FISCH
JUNE 2005

San Francisco Public Library

FOR IMMEDIATE RELEASE
Sept. 21, 2006

CONTACT: Sherri Eng
(415) 557-4282; seng@sfpl.org

San Francisco Public Library Names New Deputy City Librarian

Jill Bourne will join San Francisco Public Library on Nov. 6 as the system's new deputy city librarian. In this capacity, Bourne will serve as the assistant to City Librarian Luis Hererra and will be responsible for the administration of all operations and activities of the Public Library.

Bourne hails from the Seattle Public Library system, where she has worked in various positions for the past 9 ½ years. She brings strong experience in collection management, capital building programs, reference services, public training and staff development.

Bourne was recently named Seattle Public Library's acting director of public services. Prior to that, she was the assistant director of public services, overseeing a staff of 110 and managing a $23 million annual operating budget. She also led collection management activities for the Central Library and the 26 branch libraries. Previously, Bourne served as assistant director of the Central Library, where she supervised staff, programming, and operations for public services departments at three Central Library locations. She also managed the Children's and Literacy, ESL, and World Languages departments, while also leading collection management activities for Central Library departments.

Bourne joined Seattle Public Library in 1997 and helped open the NewHolly Branch; developed English as a Second Language collections for six neighborhood libraries; and managed and facilitated development of the Children's and Young Adult collections system-wide.

Bourne holds a bachelor's degree in English, with honors, from New York University and a master's degree in Library and Information Science from the University of Washington.

"I am incredibly excited by the opportunity to join the San Francisco Public Library, a dynamic and world-class organization," said Bourne. "I look forward to getting to know the staff and becoming part of a Library that is deeply committed and connected to its diverse communities."

She will be moving to the Bay Area in late October with her partner, Mark, and 4-year-old son, Beckett. Bourne said that she and her family look forward to exploring San Francisco, including its unique neighborhoods, restaurants, parks, theater and shops.

For more information, please call (415) 557-4277.

Note: Photo of Bourne available for publication.

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San Francisco Public Library

October 5, 2006

Memo to: Library Commissioners

From: Luis Herrera, City Librarian

Subject: Acquisitions of out-of-print books

Since my response of June 15 to a question raised at the June 1 Library Commission meeting regarding the Library's practices in acquiring out-of print materials, some additional and/or new information has come to light.

Librarian/selectors, as part of their collection maintenance responsibilities, consider replacing missing titles on an ongoing basis. While the Library's online system does not generate lists of long-missing and lost titles on a system wide basis, each selector can take advantage of the "create lists" function in Millennium by generating a snapshot of the status of the books in a particular collection. The librarian/selector then can request the purchase of a replacement title, whether it is still in print or not, to backfill missing titles.

All Main Library subject replacement titles are placed with Midwest Library "Out of Print" Services initially, in case some titles are out of print. This vendor fills the order with current titles and finds out-of-print titles. In addition, the Library uses *Alibris*, a vendor which specializes in acquiring rare and out-of-print titles. The Acquisitions staff is in the process of making Main Library selectors aware of this resource, which has greatly enhanced our ability to acquire out-of-print materials.

In general, out-of-print titles which may be purchased for the Main Library are not purchased for the branches due to the lack of large quantities of single individual out of print titles in good condition. However, it may be possible in the future, with an increasing number of publishers offering print on demand publishing of both current and backlist titles, that acquisition of out-of-print titles will become more routine and commonplace.

We hope that this helps clarify the process of selecting replacement titles.

San Francisco Public Library

Whereas, the San Francisco Public Library Commission is pleased to RECOGNIZE, **HONOR,** and **COMMEND MIKE HOUSH** for the many significant contributions that he has made as Secretary to the Public Library Commission for the betterment of San Francisco's public library system throughout his nine years of service to the Public Library Commission; and

Whereas, through political insights, knowledge of the workings of the City, and his well known love for the history and traditions of San Francisco, **MIKE HOUSH** has demonstrated exemplary public service; and

Whereas, **MIKE HOUSH** has served the Library Commission and the public with dedication and distinction, serving all citizens with respect and demonstrating good faith while serving their extensive information needs; and

Whereas, the San Francisco Public Library Commission acknowledges, thanks and salutes **MIKE HOUSH** for his many years of dedicated public service leadership and acknowledges his generosity of spirit and the affection and respect for him held by his colleagues at its regular meeting on October 5, 2006; Now,

Therefore be it resolved,

that the **SAN FRANCISCO PUBLIC LIBRARY COMMISSION,** in **RECOGNITION** and **HONOR** of his outstanding exemplary leadership and dedicated hard work as Secretary of the Commission, does hereby RECOGNIZE, **HONOR, COMMEND** and **THANK**

Mike Housh

Witness Whereof, I have hereunto set my hand and caused the seal of the San Francisco Public Library Commission to be affixed.

Charles A. Higueras, A.I.A., Library Commission President

October 5, 2006

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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10/19/06

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Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marie Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE:	Thursday, October 19, 2006
TIME:	4:00 p.m.
PLACE:	Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation and discussion of, and possible action to approve the Minutes of the regular Commission meeting of September 21, 2006.
Explanatory documents: draft minutes

3. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: Bernal Heights Branch Library peer review response.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

4. ADJOURNMENT (requires motion and public comment) ACTION

Richard Walsh, Acting Secretary. 10/16/06

Explanatory documents: Copies of listed explanatory documents are available as follows. (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b) & 67.28(d)

DOCUMENTS DEPT
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SAN FRANCISCO
PUBLIC LIBRARY
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 12/29/04

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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sident

ven A. Coulter
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s Herrera
Librarian

ard Walsh
g Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, October 19, 2006.
The San Francisco Public Library Commission held a regular meeting on Thursday, October 19, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by Vice President Coulter at 4:23 pm.

Commissioners present: Bautista, Chin, Coulter and Gomez. Commissioner Higueras was excused. A quorum was present.

AGENDA ITEM #1: PUBLIC COMMENT

An anonymous member of the public commented that today's agenda was not delivered to his home by mail, the agenda was not posted on the Library's website 72 hours in advance and recalled a memo from Mayor Feinstein that asked members of Boards and Commissions to refrain from eating when attending those meetings.

Commissioner Kane arrived at 4:28 pm.

Demece Garepis, Bernal Heights resident, urged continuing with Bernal Branch renovations as designed and expressed appreciation to Commissioners for listening to the diverse opinions related to the Bernal Heights City College preschool Program.

Peter Warfield expressed disappointment that the passing of Marjorie Stern was not noted on today's agenda and questioned how effective the Library is at routinely purchasing out of print materials when necessary.

Denise Shucks related two incidents that involved SFPL security officers in the Main Library.

AGENDA ITEM #2: APPROVAL OF MINUTES

Approval of minutes of September 21, 2006 continued to a future meeting.

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

AGENDA ITEM #3: BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, updated the Commission on Budget, Schedule, Active Projects, Construction and Community Outreach (copies attached.)

Ms. Thompson presented an overview of some active projects presenting slides that detailed some of the many improvements incorporated into the renovation projects. She also highlighted a variety of upcoming community outreach activities.

In a special report, Ms Thompson and Brain Bannon responded to the March 16, 2006 peer review of Bernal Heights Branch (copy of responses attached.)

Public Comment on AGENDA ITEM #3: Bond Program Manager's Report

An anonymous member of the pubic commented on the number of branches that will be closed through 2009 and offered some thoughts regarding issues including the mural at Bernal Branch.

Sue Cauthen asked if the BLIP report could be mailed before the meeting, asked how much the proposed Portola Branch is over budget, and asked for reports in a timely fashion.

Peter Warfield asked for book counts, seating counts, and table space before and after Bernal Branch renovation.

AGENDA ITEM #4: ADJOURNMENT

MOTION: By Commissioner Bautista, 2nd Commissioner Chin to adjourn the regular October 19, 2006 Public Library Commission meeting.

Public Comment on AGENDA ITEM #4: ADJOURNMENT

Peter Warfield asked once again for the various book, seating and table counts for Bernal Branch.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Gomez and Kane)

The meeting was adjourned at 5:35 pm.

Richard Walsh, Acting Commission Secretary 10/26/06

Please note: These are draft Minutes subject to revision by the Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Library Commission

October 19, 2006

Public Comment

Approval of Minutes

Bond Program Manager's Reports

Informational Presentations –
None
Regular Reports –
Budget, Schedule, Active Projects, Construction, Community Outreach
Special Reports –
Bernal Heights Peer Review Response

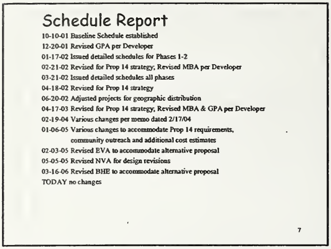
BRANCH LIBRARY
IMPROVEMENT PROGRAM

Regular Reports

Budget
Schedule
Active Projects
Construction
Community Outreach

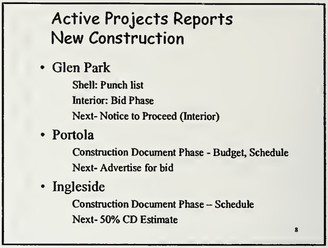
Budget Report

10-10-01 Baseline Budget & Reserve established
11-15-01 GPA increased $88,000
01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
05-16-02 Public Art Program funded from RIC, ING, POR, VVA, MBA, GPA ($302,000)
06-20-02 MBA increased $653,000
12-20-02 ING increased $455,000
02-20-03 Friends Budget for FF&E Campaign increased to $16M
04-17-03 VVA increased $716,000
06-26-03 DRE increased $115,281
10-16-03 Added Moving Budgets to SSF & EXC
02-19-04 Added Library Preservation Funds FY03/04 $500k
12-06-04 WPO increased $650,000
01-06-05 Increased RIC, ING, POR, NBE, GPA, PAR, PRE, SUN;
updated revenues to include Prop 14 grants
05-05-05 NVA increased $672,818
09-15-05 Added Moving Budgets to MBA, EXC, MAR, NVA, SUN,
RIC, WPO, WSA; increased Public Art Program from RIC, POT
01-19-06 NVA increased $825,000
07-20-06 WSA increased $997,000; GPA increased $597,200
08-17-06 RIC increased $2,582,358; ING increased $493,145
TODAY no changes



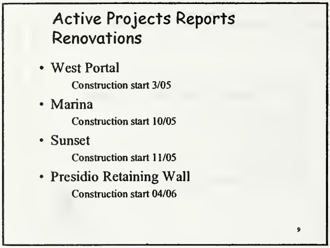
Schedule Report

10-10-01 Baseline Schedule established
12-20-01 Revised GPA per Developer
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised for Prop 14 strategy; Revised MBA per Developer
03-21-02 Issued detailed schedules all phases
04-18-02 Revised for Prop 14 strategy
06-20-02 Adjusted projects for geographic distribution
04-17-03 Revised for Prop 14 strategy; Revised MBA & GPA per Developer
02-19-04 Various changes per memo dated 2/17/04
01-06-05 Various changes to accommodate Prop 14 requirements, community outreach and additional cost estimates
02-03-05 Revised EVA to accommodate alternative proposal
05-05-05 Revised NVA for design revisions
03-16-06 Revised BHE to accommodate alternative proposal
TODAY no changes



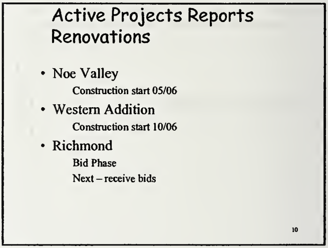
Active Projects Reports
New Construction

- Glen Park
  - Shell: Punch list
  - Interior: Bid Phase
  - Next- Notice to Proceed (Interior)
- Portola
  - Construction Document Phase - Budget, Schedule
  - Next- Advertise for bid
- Ingleside
  - Construction Document Phase – Schedule
  - Next- 50% CD Estimate



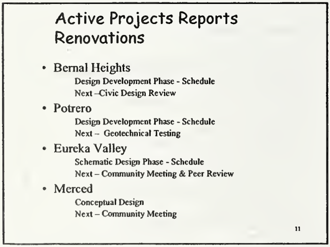
Active Projects Reports
Renovations

- West Portal
  - Construction start 3/05
- Marina
  - Construction start 10/05
- Sunset
  - Construction start 11/05
- Presidio Retaining Wall
  - Construction start 04/06



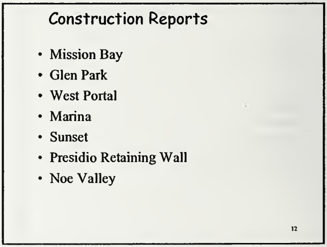
Active Projects Reports
Renovations

- Noe Valley
  - Construction start 05/06
- Western Addition
  - Construction start 10/06
- Richmond
  - Bid Phase
  - Next – receive bids



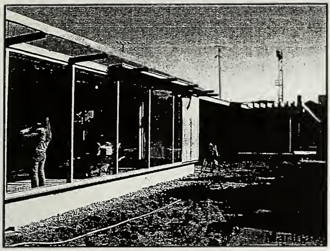
Active Projects Reports
Renovations

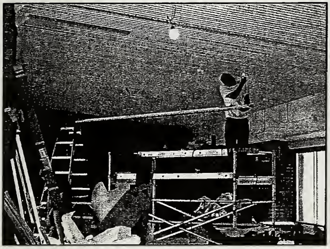
- Bernal Heights
  - Design Development Phase - Schedule
  - Next –Civic Design Review
- Potrero
  - Design Development Phase - Schedule
  - Next – Geotechnical Testing
- Eureka Valley
  - Schematic Design Phase - Schedule
  - Next – Community Meeting & Peer Review
- Merced
  - Conceptual Design
  - Next – Community Meeting

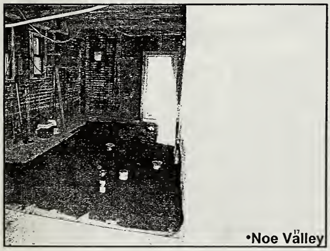


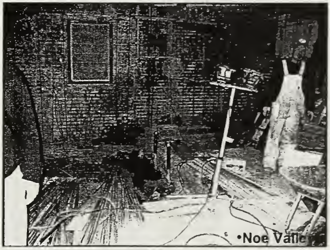
Construction Reports

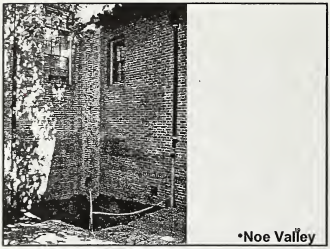
- Mission Bay
- Glen Park
- West Portal
- Marina
- Sunset
- Presidio Retaining Wall
- Noe Valley

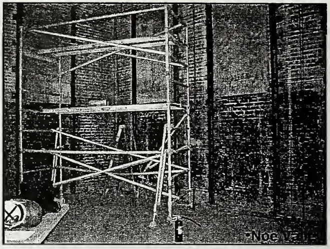


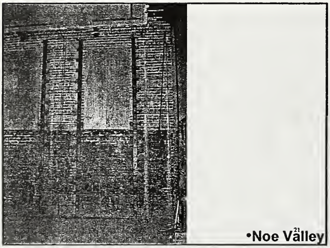


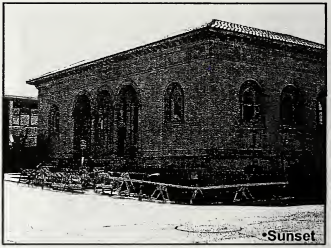

•Noe Valley

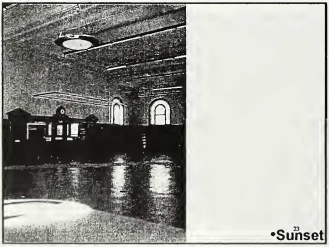

•Noe Valle

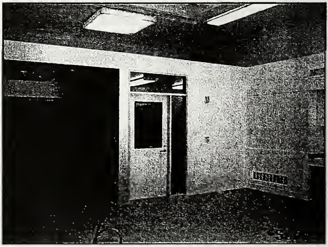

•Noe Valley

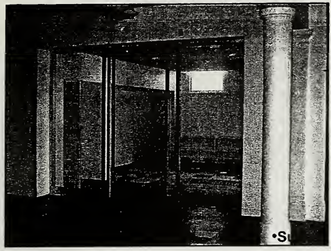

•Noe Va


•Noe Valley


•Sunset

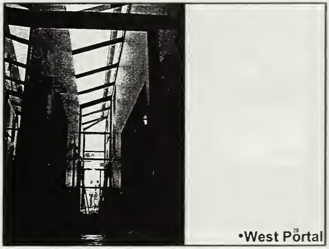

•Sunset





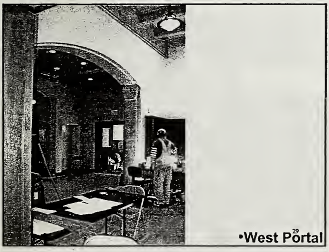
•S

•West Portal



•West Portal

28



•West Portal

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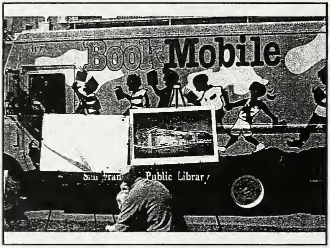
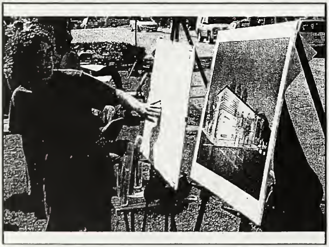
Portal

Community Outreach Update

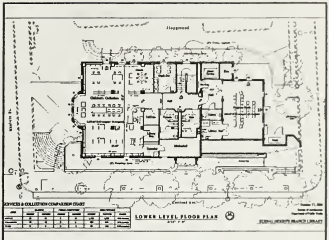
- BLIP events:
  - Eureka Valley Community Meeting – 10/25
  - Western Addition Reading Center Opening – 11/7
  - Richmond Community Drop In – 11/18
- Other events and / or Library presence:
  - Noe Valley Festival – 10/21
  - District 10 Town Hall – 10/28
- Related Boards / Commissions:
  - Ingleside Civic Design Review – 10/16
  - Potrero Civic Design Review – 10/16
- Other Outreach:
  - Website
  - Bulletin Board – Sixth Floor

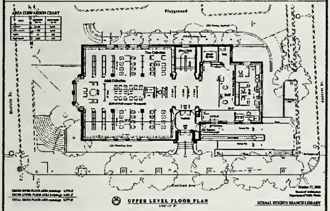


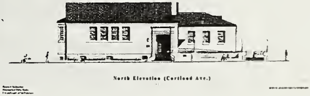


Special Report

Bernal Heights
Peer Review Response


Playground
SERVICES & COLLECTION COMPARISON CHART
LOWER LEVEL FLOOR PLAN
BERNAL HEIGHTS BRANCH LIBRARY


AREA COMPARISON CHART
Playground
Cortland Ave.
UPPER LEVEL FLOOR PLAN
BERNAL HEIGHTS BRANCH LIBRARY



North Elevation (Cortland Ave.)

Bond Program Manager's Reports

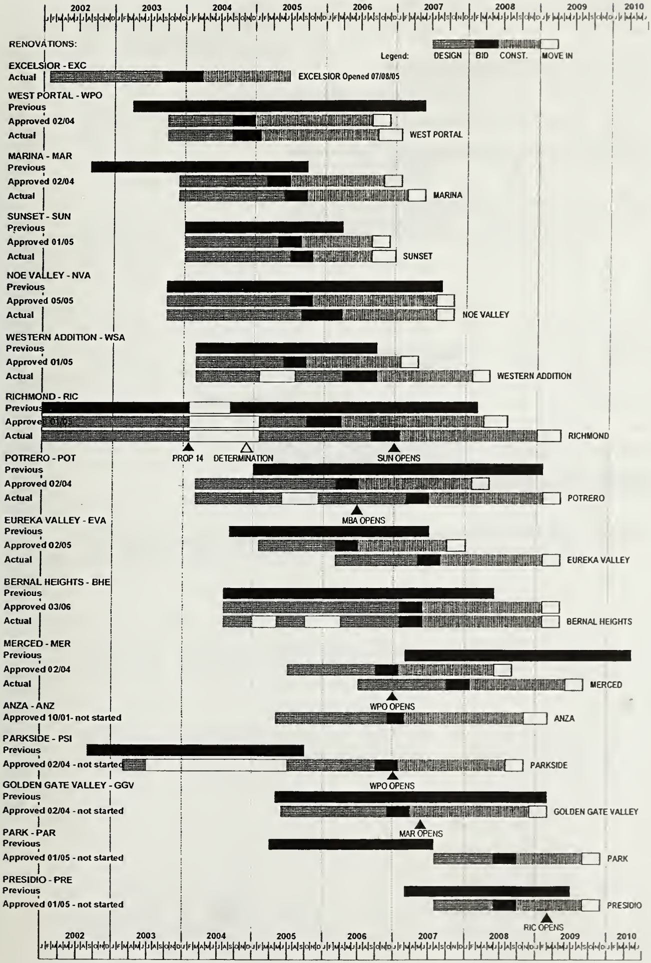
BRANCH LIBRARY
IMPROVEMENT PROGRAM

Adjournment

Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

Presented at Commission Meeting October 19, 2006



Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

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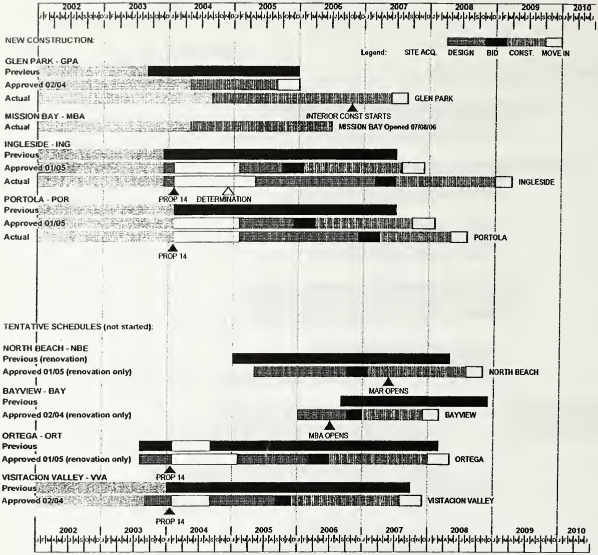
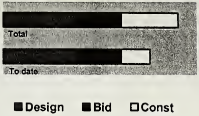
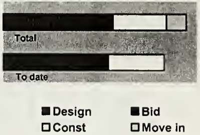
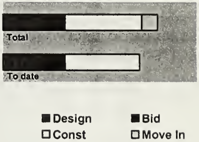
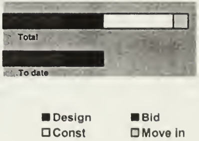
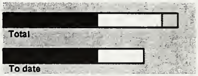


CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
October 19, 2006

Branch	BUDGET Baseline Budget (10/01)	Approved Budget (07/06)	REVENUE FUND STRATEGY City Prop. A Bonds	State Prop. 14 Grants	Other Funds		Total All Sources	EXPENDITURES/ENCUMBRANCES Actual 30-Sep-06	New This Month
Site Acquisitions & New Construction								B	
Glen Park	4,570,000	5,478,200	4,681,000		797,200	(5,8)	5,478,200	3,385,328	3,029,413
Ingleside	4,570,000	6,245,000	2,285,277	3,466,578	493,145	(8)	6,245,000	2,629,587	1
Mission Bay	3,350,000	3,967,000	3,963,394		3,606	(4)	3,967,000	3,778,205	-
Portola	4,570,000	4,818,520	4,388,000		430,520	(5)	4,818,520	1,881,167	1,012
Visitacion Valley	5,320,000	5,942,500	5,884,500		58,000	(6)	5,942,500	2,342,073	125,000
Support Services	9,080,000	8,946,342	8,876,000		70,342	(6)	8,946,342	8,850,502	-
SUBTOTAL	*31,460,000*	*35,397,562*	*30,078,171*	*3,466,578*	*1,852,813*		*35,397,562*	*22,866,842*	*3,155,426*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		-		4,503,000	9,867	
Bayview	3,820,000	3,629,000	3,629,000		-		3,629,000	18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		-		5,082,500	340,686	1,304
Eureka Valley	4,580,000	4,351,000	4,351,000		-		4,351,000	152,344	15,190
Excelsior	3,820,000	3,655,648	3,655,648		-		3,655,648	3,574,752	7,428
Golden Gate Valley	5,340,000	5,073,000	5,073,000		-		5,073,000		
Marina	4,110,000	3,924,500	3,924,500		-		3,924,500	3,523,412	66,412
Merced	4,200,000	3,990,000	3,990,000		-		3,990,000	33,071	14,392
Noe Valley	4,410,000	5,707,318	5,698,818		8,500	(4)	5,707,318	4,807,132	19,661
North Beach	3,460,000	3,763,600	3,287,000		476,600	(5)	3,763,600	118	
Ortega	3,560,000	3,382,000	3,382,000		-		3,382,000	130,251	-
Park	1,310,000	1,310,000	1,244,500		65,500	(5)	1,310,000		
Parkside	2,880,000	3,236,000	3,236,000		-		3,236,000	89,595	
Potrero	4,230,000	3,988,500	3,968,500		-		3,968,500	207,483	24,227
Presidio	1,530,000	1,530,000	1,453,500		76,500	(5)	1,530,000	470,882	78,501
Richmond	7,630,000	11,615,000	1,147,606	5,485,036	4,982,358	(2,8)	11,615,000	1,711,430	26,170
Sunset	1,490,000	1,510,000	1,425,500		84,500	(4,5)	1,510,000	1,336,063	5,859
West Portal	4,110,000	4,574,500	4,574,500		-		4,574,500	4,343,426	2,856
Western Addition	3,430,000	4,275,500	3,278,500	-	997,000	(4,5,7)	4,275,500	766,173	28,198
SUBTOTAL	*74,000,000*	*79,081,066*	*66,905,072*	*5,485,036*	*6,690,958*		*79,081,066*	*21,515,375*	*290,198*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000				800,000	710,856	343
Program Consultants	750,000	750,000	750,000				750,000	667,338	104,703
City Program Management	3,600,000	4,900,000	4,900,000				4,900,000	2,274,972	57,653
Real Estate Dept	120,000	235,281	235,281				235,281	235,281	
Art Enrichment Program		382,000	292,000		70,000	(7)	362,000	226,962	1,635
Moving & Temporary Services	4,360,000	811,752	711,752		100,000	(7)	811,752	454,420	
Furniture & Equipment Reserv	15,000,000	16,000,000	-	759,170	15,240,830	(3)	16,000,000		
Bond Financing Costs	1,500,000	1,000,000	1,000,000				1,000,000	344,227	
Program Reserve	1,675,000	1,589,946	192,724		1,397,222	(3,8)	1,589,946		
SUBTOTAL	*27,805,000*	*26,448,979*	*8,881,757*	*759,170*	*16,808,052*		*26,448,979*	*4,914,056*	*164,334*
TOTAL	**133,265,000**	**140,927,607**	**105,865,000**	**9,710,784**	**25,351,823**		**140,927,607**	**49,296,273**	**3,609,958**

(1) Prop. 14 State Grants ($9,710,784)
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends of the Library ($16,000,000)
(4) Library Preservation Fund appropriated FY 03/04 ($500,000)
(5) Bond interest proceeds ($1,673,481)
(6) Rents received & appropriated ($128,342)
(7) Library Preservation Fund appropriated FY 05/06 ($650,000)
(8) Library Preservation Fund appropriated FY 06/07 ($4,000,000)

Branch	Contacts	Statistics		Activities	Schedule
Presidio Branch 3150 Sacramento Street	**District/Supervisor:** 2 / Alioto-Pier **Engineer:** DPW **Contractor:** Valentine Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$204,566** **$77,582** **$282,148** **$36,450** **105 days** **123 days** **228 days** **11/23/06** **12/8/06**	Sandblasting existing retaining wall Placing plywood forms for future shotcrete placement Removed fence debris/off haul Wood lagging in bays 1-6 complete This contract is only for retaining wall repairs Change orders pending: Soil grouting $10k	
Sunset Branch 1305 18th Avenue	**District/Supervisor:** 5 / Mirkarimi **Architect:** Fougeron Architecture **Contractor:** Cooper Pugeda Management	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$796,888** **$234,536** **$1,031,424** **$842,565** **300 days** **21 days** **321 days** **7/16/06** **10/6/06**	Punchlist work Curb ramp work in progress (late c.o.) Shelving order submitted (late c.o.) Change orders pending: deductive curb ramps	
West Portal Branch 900 Ulloa Street	**District/Supervisor:** 7 / Elsbernd **Architect:** Thomas Hacker Architects **Contractor:** MH Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$2,980,000** **$296,813** **$3,276,813** **$2,932,006** **460 days** **118 days** **578 days** **8/7/06** **10/6/06**	Elevator (certification pending DTIS installation), painting, glazing, and light fixture installation completed Refinishing woodwork >85% complete Flooring installation in lower level delayed due to high moisture content of slab Change orders pending: Misc. trim & electrical $7k; Ardex sub floor $5.3k	
Western Addition Branch 1550 Scott Street	**District/Supervisor:** 5 / Mirkarimi **Architect:** Bureau of Architecture **Contractor:** CDX Builders Inc.	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$2,457,800** **$0** **$2,457,800** **$0** **425 days** **0 days** **425 days** **10/16/07** **12/12/07**	Contract awarded to CDX on 7/26/06 Pre-construction mtg on 4/12/06 NTP 10/16/2006 Abatement complete Temporary fencing & trailers installed	

Branch	Contacts	Statistics	Activities	Schedule
Glen Park Branch **Market Place/Shell** **Library/Interior** 2825 Diamond Street	**District/Supervisor:** 8 / Dufty **Architect:** Sternberg Benjamin (shell) Tom Eliot Fisch (interior) Bureau of Architecture (interior) **Contractor/Developer (shell):** Diamond LLC **Contractor (interior):** Cooper Pugeda Management Inc.	**Purchase Price:** $3,361,000 **Est'd Completion of Shell:** 9/25/06 **Award (interior):** $1,202,000 **Change Orders:** $0 **Total Contract:** $1,202,000 **Payments:** $0 **Duration:** 225 days **Extensions:** 0 days **Total Duration:** 225 days **Substantial:** tbd **Final Compl:** tbd	Contract for interior awarded to CPM Inc. on 8/8/06 Pre-construction mtg on 6/6/06 NTP will be issued at closing	Total To date ■ Design ☐ Const ■ Interior Const ☐ Move In
Marina Branch 1890 Chestnut Street	**District/Supervisor:** 2 / Alioto Pier **Architect:** Tom Eliot Fisch / Field Paoli **Contractor:** Trico Construction	**Award:** $2,393,700 **Change Orders:** $169,546 **Total Contract:** $2,563,246 **Payments:** $1,855,635 **Duration:** 425 days **Extensions:** 64 days **Total Duration:** 489 days **Substantial:** 1/2/07 **Final Compl:** 3/3/07	Sewer connection and electrical trenching complete Rear concrete patio removed Phone/cable TV conduits placed Painting, tiling, fire alarm, light fixture installation ongoing Change orders pending: Trenching for PG&E & other misc. hidden conditions & structural tests $80k	
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Award:** $2,433,636 **Change Orders:** $62,765 **Total Contract:** $2,488,580 **Payments:** $1,940,269 **Duration:** 698 days **Extensions:** 146 days **Total Duration:** 844 days **Substantial:** 3/24/06 **Final Compl:** 7/1/06	Opened to the public 7/8/06 Punchlist complete Final payment in process	
Noe Valley Branch 451 Jersey Street	**District/Supervisor:** 8 / Dufty **Architect:** Carey & Co., Inc. **Contractor:** LC General Engineering & Const., Inc.	**Award:** $3,770,000 **Change Orders:** $0 **Total Contract:** $3,770,000 **Payments:** $807,030 **Duration:** 485 days **Extensions:** 0 days **Total Duration:** 485 days **Substantial:** 7/4/07 **Final Compl:** 9/2/07	Inspection of trenching/installation underground electrical Installation of steel columns Ongoing forms, rebar, reinforcement plates for shear walls, and shoring Soil grout at column footing (B/5) Change orders pending: Soil grouting at underpinning $7.5k	Total To date ■ Design ■ Bid ☐ Const ☐ Move In

Bernal Heights Branch Library Design Review Responses 10/19/06

The Peer Panelists and Commissioners noted there are a lot of plumbing fixtures for such a small building. There are 2 separate unisex restrooms proposed and it was suggested the unisex toilet downstairs meant for program room use could be used as a staff toilet during the day to save space & cost. Or look into using the public restrooms downstairs for after hours program room use. Any way to reduce fixtures could result in substantial cost savings & free up space.

Architect: We agree and have eliminated one unisex restroom upstairs, which has been changed to a storage room. As a compromise, the Lower Level single user restroom will be a staff restroom by day and a public restroom for program room users by night as suggested. We are not able to eliminate more restrooms due to location of existing concrete columns and concrete bearing walls, as well as difficulties with egress and dead end corridors, and the Library's requirement to provide a separate staff toilet. We also studied multiple options in an attempt to reduce fixtures and save space, but are required to isolate after hours Program Room users from wandering into other areas of the building or exiting through the Children's Room; neither option was considered viable by the Library.

Library: This was discussed at length by staff. The compromise to use the lower level unisex bathroom for staff during library hours and for the public to use it after hours is a workable solution for staff.

A Commissioner inquired concerning the non-original pilasters in the lower level, suggesting perhaps too many were being proposed and therefore wouldn't match the historic feel & rhythm upstairs.

Architect: The pilasters with framed drop beams are meant to create an architectural motif in the Children's' Room, otherwise a utilitarian space with no decorative elements. These elements will conceal electrical conduit for lighting, power, communications wiring and the mechanical hot water piping from the Mechanical Room to the radiators, as well as provide space for the electrical flush power receptacle boxes upstairs. Between each pilaster will be the built-in bookshelves salvaged from the Upper Level, giving the space a similar architectural character as the existing Children's' Room. See Lower Level floor plan which shows the pilasters and drop beams.

Library: N/A

A Commissioner requested verification of the length of the proposed ADA access ramp.

Architect: You enter the ramp near the front stairs. The length and width of the ramp is dictated by code requirements. The intermediate landing of the ramp was enlarged to create a public gathering space at the street corner with a stair connection to the sidewalk and built-in seating. Underneath this landing is a gated alcove for trash containers, on the Lower Level facing Andover St.

Library: The night time book drop is located at the top of the ramp and gives easy access to patrons after hours to deposit books. It's a 24-hour book drop.

Peer Panelists and Commissioners recommended strengthening the entry sequence with a more open furniture arrangement that provides space for pausing, way finding, decision making, a "more generous moment". The "new book" stacks between the main entry and the new stair seemed awkward. The space between the front door and the new stair should be open, if possible, to provide a gracious entry sequence and clear circulation to the stair.

Architect: Ideally the central lobby space should be kept clear and open. But the 45 inch high bookshelves currently shown in this space will allow the Library to increase the collection size upstairs for Adult & Teen users.

Library: These historic buildings present challenges when planning for the emerging public service needs of library patrons. Because we expanded the work room to meet processing demands, added public computers and considerable seating with little impact to the overall collection, the display shelving at the entrance are critical.

We believe the low 45 inch shelves, the way-finding signage they will display and the new materials they will showcase will be welcoming to patrons. Not only will they provide necessary signage and help orient patrons, these shelves will highlight a key part of the adult collection (New and Interesting Materials). They will serve patrons as they enter the building and give them one last browsing opportunity on their way out.

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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avin Newsom
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arles A. Higueras, A.I.A.
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, October 19, 2006.
(As approved November 16, 2006)
The San Francisco Public Library Commission held a regular meeting on Thursday, October 19, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by Vice President Coulter at 4:23 pm.

Commissioners present: Bautista, Chin, Coulter and Gomez. Commissioner Higueras was excused. A quorum was present.

AGENDA ITEM #1: PUBLIC COMMENT

An anonymous member of the public commented that today's agenda was not delivered to his home by mail, the agenda was not posted on the Library's website 72 hours in advance and recalled a memo from Mayor Feinstein that asked members of Boards and Commissions to refrain from eating when attending those meetings.

Commissioner Kane arrived at 4:28 pm.

Demece Garepis, Bernal Heights resident, urged continuing with Bernal Branch renovations as designed and expressed appreciation to Commissioners for listening to the diverse opinions related to the Bernal Heights City College preschool Program.

Peter Warfield expressed disappointment that the passing of Marjorie Stern was not noted on today's agenda and questioned how reliable the Library's statements are regarding purchasing of out of print materials.

Denise Shucks related two incidents that involved SFPL security officers in the Main Library.

AGENDA ITEM #2: APPROVAL OF MINUTES

Approval of minutes of September 21, 2006 continued to a future meeting.

AGENDA ITEM #3: BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, updated the Commission on Budget, Schedule, Active Projects, Construction and Community Outreach (copies attached.)

Ms. Thompson presented an overview of some active projects presenting slides that detailed some of the many improvements incorporated into the renovation projects. She also highlighted a variety of upcoming community outreach activities.

In a special report, Ms Thompson and Brain Bannon responded to the March 16, 2006 peer review of Bernal Heights Branch (copy of responses attached.)

Public Comment on AGENDA ITEM #3: Bond Program Manager's Report

An anonymous member of the pubic commented on the number of branches that will be closed through 2009 and offered some thoughts regarding issues including the mural at Bernal Branch.

Sue Cauthen asked if the BLIP report could be mailed before the meeting, asked how much the proposed Portola Branch is over budget, and asked for reports in a timely fashion.

Peter Warfield asked for book counts, seating counts, and table space before and after Bernal Branch renovation.

AGENDA ITEM #4: ADJOURNMENT

MOTION: By Commissioner Bautista, 2nd Commissioner Chin to adjourn the regular October 19, 2006 Public Library Commission meeting.

Public Comment on AGENDA ITEM #4: ADJOURNMENT

Peter Warfield asked once again for the various book, seating and table counts for Bernal Branch.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Gomez and Kane)

The meeting was adjourned at 5:35 pm.

Richard Walsh, Acting Commission Secretary 10/26/06

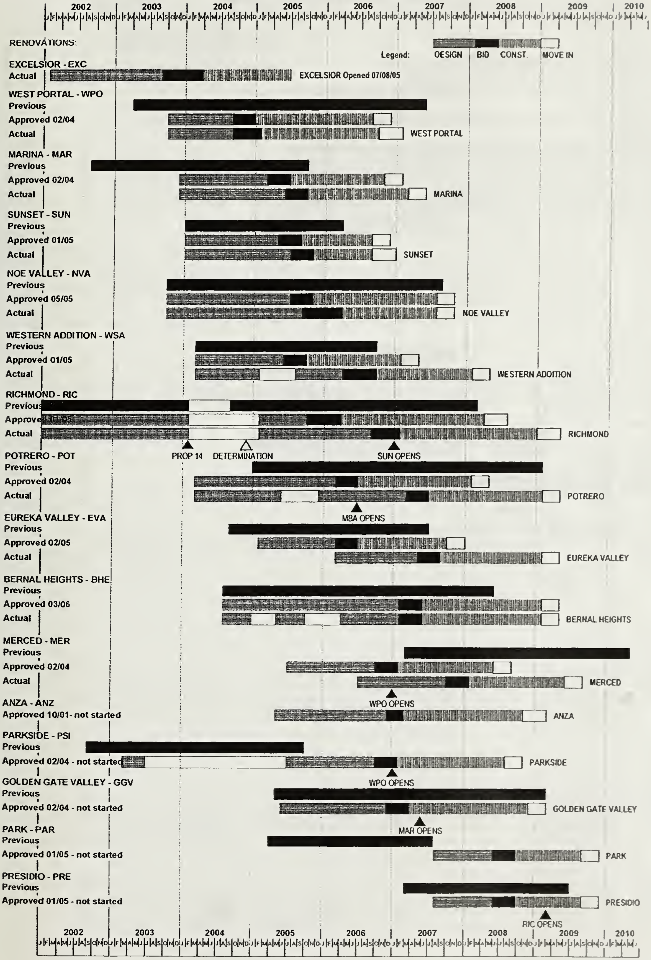
Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

Presented at Commission Meeting October 19, 2006



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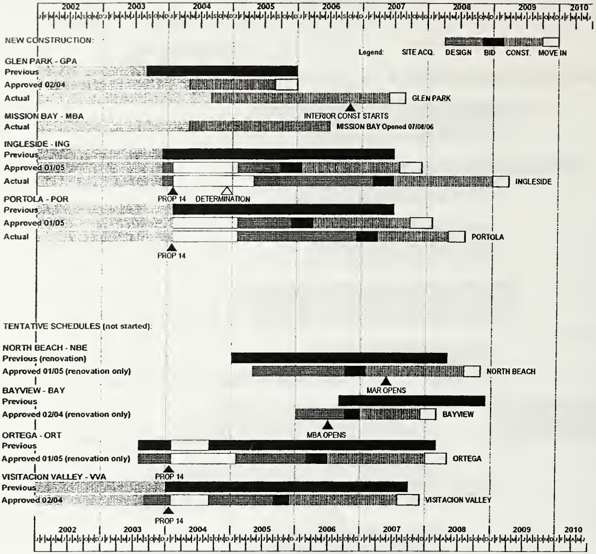

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
October 19, 2006

	BUDGET		REVENUE					EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
Branch	Baseline Budget (10/01)	Approved Budget (07/06)	City Prop. A Bonds	State Prop. 14 Grants	Other Funds		Total All Sources	Actual 30-Sep-06	New This Month
								B	
Site Acquisitions & New Construction									
Glen Park	4,570,000	5,478,200	4,681,000		797,200	(5,8)	5,478,200	3,385,328	3,029,413
Ingleside	4,570,000	6,245,000	2,285,277	3,466,578	493,145	(8)	6,245,000	2,629,587	1
Mission Bay	3,350,000	3,967,000	3,963,394		3,606	(4)	3,967,000	3,778,205	-
Portola	4,570,000	4,818,520	4,388,000		430,520	(5)	4,818,520	1,881,167	1,012
Visitacion Valley	5,320,000	5,942,500	5,884,500		58,000	(6)	5,942,500	2,342,073	125,000
Support Services	9,080,000	8,946,342	8,876,000		70,342	(6)	8,946,342	8,850,502	-
SUBTOTAL	*31,460,000*	*35,397,562*	*30,078,171*	*3,466,578*	*1,852,813*		*35,397,562*	*22,866,842*	*3,155,426*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		-		4,503,000	9,867	
Bayview	3,820,000	3,629,000	3,629,000		-		3,629,000	18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		-		5,082,500	340,686	1,304
Eureka Valley	4,580,000	4,351,000	4,351,000		-		4,351,000	152,344	15,190
Excelsior	3,820,000	3,655,648	3,655,648		-		3,655,648	3,574,752	7,428
Golden Gate Valley	5,340,000	5,073,000	5,073,000		-		5,073,000		
Marina	4,110,000	3,924,500	3,924,500		-		3,924,500	3,523,412	66,412
Merced	4,200,000	3,990,000	3,990,000		-		3,990,000	33,071	14,392
Noe Valley	4,410,000	5,707,318	5,698,818		8,500	(4)	5,707,318	4,807,132	19,661
North Beach	3,460,000	3,763,600	3,287,000		476,600	(5)	3,763,600	118	
Ortega	3,560,000	3,382,000	3,382,000		-		3,382,000	130,251	-
Park	1,310,000	1,310,000	1,244,500		65,500	(5)	1,310,000		
Parkside	2,880,000	3,236,000	3,236,000		-		3,236,000	89,595	
Potrero	4,230,000	3,988,500	3,968,500		-		3,968,500	207,483	24,227
Presidio	1,530,000	1,530,000	1,453,500		76,500	(5)	1,530,000	470,882	78,501
Richmond	7,630,000	11,615,000	1,147,606	5,485,036	4,982,358	(2,8)	11,615,000	1,711,430	26,170
Sunset	1,490,000	1,510,000	1,425,500		84,500	(4,5)	1,510,000	1,336,063	5,859
West Portal	4,110,000	4,574,500	4,574,500		-		4,574,500	4,343,426	2,856
Western Addition	3,430,000	4,275,500	3,278,500	-	997,000	(4,5,7)	4,275,500	766,173	28,198
SUBTOTAL	*74,000,000*	*79,081,066*	*66,905,072*	*5,485,036*	*6,690,958*		*79,081,066*	*21,515,375*	*290,198*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000				800,000	710,856	343
Program Consultants	750,000	750,000	750,000				750,000	667,338	104,703
City Program Management	3,600,000	4,900,000	4,900,000				4,900,000	2,274,972	57,653
Real Estate Dept	120,000	235,281	235,281				235,281	235,281	
Art Enrichment Program		362,000	292,000		70,000	(7)	362,000	226,962	1,635
Moving & Temporary Services	4,360,000	811,752	711,752		100,000	(7)	811,752	454,420	
Furniture & Equipment Reserv	15,000,000	16,000,000	-	759,170	15,240,830	(3)	16,000,000		
Bond Financing Costs	1,500,000	1,000,000	1,000,000				1,000,000	344,227	
Program Reserve	1,675,000	1,589,946	192,724		1,397,222	(3,8)	1,589,946		
SUBTOTAL	*27,805,000*	*26,448,979*	*8,881,757*	*759,170*	*16,808,052*		*26,448,979*	*4,914,056*	*164,334*
TOTAL	**133,265,000**	**140,927,607**	**105,865,000**	**9,710,784**	**25,351,823**		**140,927,607**	**49,296,273**	**3,609,958**

(1) Prop. 14 State Grants ($9,710,784)
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends of the Library ($16,000,000)
(4) Library Preservation Fund appropriated FY 03/04 ($500,000)
(5) Bond interest proceeds ($1,673,481)
(6) Rents received & appropriated ($128,342)
(7) Library Preservation Fund appropriated FY 05/06 ($650,000)
(8) Library Preservation Fund appropriated FY 06/07 ($4,000,000)

Bernal Heights Branch Library Design Review Responses 10/19/06

The Peer Panelists and Commissioners noted there are a lot of plumbing fixtures for such a small building. There are 2 separate unisex restrooms proposed and it was suggested the unisex toilet downstairs meant for program room use could be used as a staff toilet during the day to save space & cost. Or look into using the public restrooms downstairs for after hours program room use. Any way to reduce fixtures could result in substantial cost savings & free up space.

Architect: We agree and have eliminated one unisex restroom upstairs, which has been changed to a storage room. As a compromise, the Lower Level single user restroom will be a staff restroom by day and a public restroom for program room users by night as suggested. We are not able to eliminate more restrooms due to location of existing concrete columns and concrete bearing walls, as well as difficulties with egress and dead end corridors, and the Library's requirement to provide a separate staff toilet. We also studied multiple options in an attempt to reduce fixtures and save space, but are required to isolate after hours Program Room users from wandering into other areas of the building or exiting through the Children's Room; neither option was considered viable by the Library.

Library: This was discussed at length by staff. The compromise to use the lower level unisex bathroom for staff during library hours and for the public to use it after hours is a workable solution for staff.

A Commissioner inquired concerning the non-original pilasters in the lower level, suggesting perhaps too many were being proposed and therefore wouldn't match the historic feel & rhythm upstairs.

Architect: The pilasters with framed drop beams are meant to create an architectural motif in the Children's' Room, otherwise a utilitarian space with no decorative elements. These elements will conceal electrical conduit for lighting, power, communications wiring and the mechanical hot water piping from the Mechanical Room to the radiators, as well as provide space for the electrical flush power receptacle boxes upstairs. Between each pilaster will be the built-in bookshelves salvaged from the Upper Level, giving the space a similar architectural character as the existing Children's' Room. See Lower Level floor plan which shows the pilasters and drop beams.

Library: N/A

A Commissioner requested verification of the length of the proposed ADA access ramp.

Architect: You enter the ramp near the front stairs. The length and width of the ramp is dictated by code requirements. The intermediate landing of the ramp was enlarged to create a public gathering space at the street corner with a stair connection to the sidewalk and built-in seating. Underneath this landing is a gated alcove for trash containers, on the Lower Level facing Andover St.

Library: The night time book drop is located at the top of the ramp and gives easy access to patrons after hours to deposit books. It's a 24-hour book drop.

Peer Panelists and Commissioners recommended strengthening the entry sequence with a more open furniture arrangement that provides space for pausing, way finding, decision making, a "more generous moment". The "new book" stacks between the main entry and the new stair seemed awkward. The space between the front door and the new stair should be open, if possible, to provide a gracious entry sequence and clear circulation to the stair.

Architect: Ideally the central lobby space should be kept clear and open. But the 45 inch high bookshelves currently shown in this space will allow the Library to increase the collection size upstairs for Adult & Teen users.

Library: These historic buildings present challenges when planning for the emerging public service needs of library patrons. Because we expanded the work room to meet processing demands, added public computers and considerable seating with little impact to the overall collection, the display shelving at the entrance are critical.

We believe the low 45 inch shelves, the way-finding signage they will display and the new materials they will showcase will be welcoming to patrons. Not only will they provide necessary signage and help orient patrons, these shelves will highlight a key part of the adult collection (New and Interesting Materials). They will serve patrons as they enter the building and give them one last browsing opportunity on their way out.

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Gavin Newsom
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President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DOCUMENTS DEPT.
OCT 30 2006
SAN FRANCISCO
PUBLIC LIBRARY
10-30-06P02:43 RCVD

DATE: Thursday, November 2, 2006
TIME: 4:00 p.m.
PLACE: ** NOTE DIFFERENT LOCATION**
Excelsior Branch Library
4400 Mission Street at Cotter

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION

Presentation and discussion of and possible action to approve the minutes of the regular Library Commission meeting of September 21, 2006.
Explanatory document: draft minutes

3. APPROVAL OF THE MINUTES ACTION

Presentation and discussion of and possible action to approve the minutes of the regular Library Commission meeting of October 5, 2006.
Explanatory document: draft minutes

4. CITY LIBRARIAN'S REPORT by City Librarian Luis Herrera DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following topics: update on Main Library Post Occupancy Evaluation Project; wrap up on One City, One Book: San Francisco Reads; attendance at First Joint Librarians of Color Conference; and highlights on exhibitions and programs.

5. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

ign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf nd Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late equests will be honored if possible.

sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf nd Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late equests will be honored if possible.

person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and peech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

inutes of the meetings are available in alternative formats. If you require the use of a reader during the eeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance f the need.

ndividuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities hould call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San rancisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees ay be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

ibrary Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret uditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest ccessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For formation about Muni's accessible service, please call 415/923-6142.

here is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

ccessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

he ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at is meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) sponsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic evices.

OW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

overnment's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, uncils and other agencies of the City and County exist to conduct the people's business. This ordinance assures at deliberations are conducted before the people and that City operations are open to the people's review. For ore information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, ntact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, om 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

tizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by inting Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

n Francisco Lobbyist Ordinance

tention: Individuals and entities that influence or attempt to influence local legislative or administrative tion may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 00] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please ntact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, x (415) 581-2317 and web site: sfgov.org/ethics.

ichael Housh, Commission Secretary 12/29/04

6. PUBLIC SAFETY PLAN DISCUSSION

Presentation on findings from Main Library staff survey, focus groups, and patron surveys as part of the Library's Public Safety Plan.

Explanatory document: public safety findings

7. EXCELSIOR LIBRARY SERVICES OVERVIEW DISCUSSION

Presentation on services and programs at the Excelsior Branch Library.

8. LIBRARY COMMISSION ATTENDANCE POLICY ACTION

Discussion and possible action to adopt Library Commission Attendance Policy, pursuant to the Board of Supervisors Resolution 502-06 and the Mayor's September 18, 2006 memo regarding Commissioner attendance.

Explanatory documents: draft attendance policy; BOS Resolution 502-06; Mayor Newsom letter regarding baseline standards of commission attendance; Library Commission Bylaws Article III, Section 6:Excused Absences

9. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. ADJOURNMENT (requires motion and public comment) ACTION

Richard Walsh, Acting Secretary 10/27/06

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF ALTERNATIVE MEETING LOCATION

Pursuant to the San Francisco Administrative Code Section 67.6(f) notice is hereby given that the San Francisco Public Library Commission will hold its regular meeting on November 2, 2006 as follows:

DATE: November 2, 2006
TIME: 4:00 PM
PLACE: Excelsior Branch Library
4400 Mission St (at Cotter)

Agenda for this meeting will be available 72 hours before scheduled meeting time.

Richard Walsh, Acting Secretary: 10/18/06

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DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft minutes of the regular meeting of Thursday, November 2, 2006.
The San Francisco Public Library Commission held a regular meeting on Thursday, November 2, 2006 at the Excelsior Branch Library.

The meeting was called to order by Vice President Coulter at 4:11 pm.

Commissioners present: Bautista, Coulter, Gomez and Kane. Commissioners Chin, Higueras and Munson were expected.

AGENDA ITEM #1: PUBLIC COMMENT

Betty Parshal, resident of Visitacion Valley, asked that the Visitacion Valley Branch be included in the agenda of November 16th to discuss the status of the project. She also presented a copy of a letter sent to Supervisor Maxwell which suggests reuse of the current building on the site.

An anonymous citizen stated that over the years the Library Commission has been led by business executives who subscribe and consider themselves aficionados of Machiavelli's *"The Prince."* He said that over the year's Commission Presidents have included State bureaucrats, banking and phone company executives, architects but the most Machiavellian was a high school English teacher. He said the Library should be a source of cultural equality based on social trust.

Peter Warfield expressed pleasure with the new interior of Excelsior and the Louis Poulsen artichoke type ceiling light fixtures. He found the new meeting room to be cozy.

AGENDA ITEM #2: APPROVAL OF MINUTES OF SEPTEMBER 21, 2006

Public Comment:
An anonymous citizen said that he uses the term "Friends and Foundation" since they are registered as a 501c3 and are required to register with the Registry of Charitable Trusts. He suggested that the Library acted illegally when taking action on a document that was not on the agenda and not provided to anyone. He said that Brock Estes should have been identified as vice chair of Local 1741 not as a member of the bus driver's union.

Peter Warfield asked for better and more accurate minutes which would provide a better historical record. He expressed his concerns regarding policies for not acquiring out-of-print materials and asked that his public comment on item #1 be corrected to "Mr. Warfield then discussed the Library's **non** acquisition of out-of-print materials..."

Commissioner Coulter asked the Secretary to check on the title used by Brock Estes and amend the minutes as necessary. Commissioner Kane asked that the word "non" be included in Peter Warfield's comment

MOTION: by Commissioner Kane, 2nd by Commissioner Bautista for approval of the minutes of September 21, 2006 as amended.

Action: 4-0 AYE (Bautista, Coulter, Gomez and Kane)

AGENDA ITEM #3: APPROVAL OF MINUTES OF OCTOBER 5, 2006

Commissioner Munson arrived at 4:30 pm.

Public Comment:
An anonymous citizen commented that there should have been more detail in these minutes regarding Commissioner Coulter's remarks about the late Marjorie G Stern and cited this as an example of how history is lost. He commented that Donna Bero's comments were not included in the minutes.

Commissioner Higueras arrived at 4:33pm.

Peter Warfield stated that the Library's policy on not providing out-of-print materials that are missing is obscured and hidden on page 1. He said there is no tracking of lost out-of-print materials and the Library is not routinely replacing them. He asked for revisions to his comments.

Commissioner Chin arrived at 4:35 pm.

Commissioner Coulter requested that Donna Bero's remarks be included in these minutes.

MOTION: By Commissioner Munson, 2nd by Commissioner Coulter for approval of the minutes of October 5, 2006 as amended.

ACTION: 7–0 AYE (Bautista, Chin, Coulter, Gomez, Higueras, Kane, Munson)

AGENDA ITEM #4: CITY LIBRARIAN'S REPORT

Luis Herrera introduced Kathy Lawhun, Chief of Main, who described the scope of work for the first floor renovations under POE II plans. She described the new public areas that will be available when the project is completed. The complete project schedule will be presented to the Commission in January.

Mr. Herrera highlighted a variety of activities surrounding *One City, One Book*, the San Francisco Reads program which now is in its last week. He said the first *Joint Librarians of Color Conference* which was recently held in Dallas, Texas was very successful with more than one thousand participants. Six SFPL staff attended. He reviewed a variety of up-coming literary, adult, teen and children's programs and exhibitions in the Main and branches.

Public Comment

An anonymous citizen commented that this was the first time there has been no explanatory documents when the POE (Post Occupancy Evaluation) has been discussed. He agreed that the *One City, One Book* was successful because it was about people reading the books.

Commissioner Gomez departed at 4:55pm.

Peter Warfield said it would be helpful to have documentation on the POE renovations. He recalled that the bathroom renovations should have completed by this time. He said he had one troubling concern with *One City, One Book* in that he feels the Library provided a gross opportunity for commercialization of this program because of corporate sponsorship.

Commissioner Chin introduced Ann Dalton, SFUSD's Executive Director of Libraries, Technical and Media Services. Ms. Dalton noted that one of her goals is to have every child in the SFUSD system have a library card.

AGENDA ITEM #5: FRIENDS OF THE LIBRARY REPORT

None

AGENDA ITEM #6: PUBLIC SAFETY PLAN

Luis Herrera reported that the Library has partnered with the Department of Public Health and the Police Department to address public safety issues. Kathy Lawhun, Chief of Main, described meetings with representatives from SF HOT (San Francisco Homeless Outreach Team) where problematic behaviors were discussed. This effort led to a staff survey, staff focus groups and a patron survey. Two SF HOT workers spent more than 2 weeks in the Main making rounds and meeting with staff to familiarize themselves with the library and assess issues involving problem behaviors. Staff is currently reviewing the team's observations but it is clear that more staff training is needed in order to deal with a range of patron mental disorders. A staff focus group will meet with the SF HOT workers in November to plan future trainings. (Copy of Public Safety Plan: Patron Behaviors: Summary of findings from 2006 Main Library Staff Survey, Staff Focus Groups and Patron Surveys attached.)

Roberto Lombardi, Director of Operations & Maintenance, reported that this year's budget includes a new position, Institutional Police Lieutenant, who will supervise the Security Department. SFPD Sgt. Pat Kwan is currently the interim Head of Security. New training is scheduled for security staff and scheduling and deployment of security personnel has been revised to increase security presence at all library locations.

Public Comment
An anonymous citizen commented that the agenda item, as worded, does not let homeless people know that they are being discussed. He noted that the patron survey only included five questions with yes or no answers while staff was given the opportunity to be thoughtful and wide ranging in their input.

Peter Warfield said the noticed agenda item wasn't meaningful to the subject matter. He said he wasn't clear if all the homeless advocacy groups had been contacted and suggested the Library contact these agencies.

President Higueras and Commissioner Munson congratulated the staff for their hard work and for expanding partnerships with other City agencies. Commissioner Bautista asked for better exterior lighting at the Main to discourage overnight campers.

AGENDA ITEM #7: EXCELSIOR LIBRARY SERVICES OVERVIEW

Terry Gwiazdowski, Excelsior Branch Manager, reported that the newly renovated branch now has a wonderful teen space, expanded adult programs and story hours. There has been a 25% increase in patron visits, circulation has increased 32% and issuance of library cards has increased by 21%.

Public Comment
Anonymous citizen said that there is wonderful transportation in the neighborhood. He noted that former Library Commissioner Walter Jebe was instrumental in creating this branch. He recalled that the former meeting room opened onto the street.

Peter Warfield commented on the attractiveness of the building, the excellent transportation and wished all branches could be open seven days per week. He complimented the branch staff for being extremely helpful and said that self service checkout can result in a drop in service.

Commissioner Kane thanked staff for their work in setting up the meeting at the branch. President Higueras said it was very nice to have the meeting in a branch and looks forward to a future meeting to be held at Mission Bay.

AGENDA ITEM #8: LIBRARY COMMISSION ATTENDANCE POLICY

Public Comment

An anonymous citizen said that the Commission was making a de facto bylaw change without making a dejure bylaw change because they were taking advantage of the lesser notification requirements. He reviewed his findings of individual commissioner attendance to date for this calendar year and recommended that the Commission delete the word "consecutive" in this policy when referring to the number of meetings missed by a commissioner.

Peter Warfield suggested that the policy address late arrival and early departure of commissioners. He felt the policy failed to meet the Mayor's minimum requirements.

Deputy City Attorney Catharine Barnes commented that this policy, as drafted, is endorsed by the Mayor.

MOTION: by Commissioner Bautista, seconded by Commissioner Munson for approval of the Commission Attendance Policy as suggested by Mayor Newsom and the Board of Supervisors including a footnote defining absences; it is the intention of the Commission to amend the Commission bylaws to conform to this policy. (Attendance policy attached.)

ACTION: 6-0 AYE (Bautista, Chin. Coulter, Higueras, Kane and Munson)

AGENDA ITEM #9: LABOR UNION REPORT

None

AGENDA ITEM #10: NEW BUSINESS

None

AGENDA ITEM #11: ADJOURNAMENT

MOTION: by Commissioner Bautista, 2nd by Commissioner Chin to adjourn the regular November 2, 2006 Commission meeting.

Action: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Kane and Munson)

Meeting adjourned at 6:25 pm.

Richard Walsh, Acting Commission Secretary 11/15/06

Please note: These are draft Minutes subject to revision by the Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

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ATTACHMENTS:
Public Safety Plan: Patron Behaviors: Summary of findings from 2006 Main Library Staff Survey, staff focus groups and Patron Surveys attached.
Attendance Policy
BOS resolution urging adoption on attendance policy
Mayor Newsom's letter related to attendance policy
Commission By-Laws Article III, Section 6: Excused Absences

Minutes of the Library Commission Meeting November 2, 2006

The public comment summary statements included in these minutes are authorized by the San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 2, 2006

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I have been discussing the question of who gains advantage from the meeting's atmosphere of lies and provocation. The answer is very few people. Generally the leadership of the Library Commission is business executives who are aficionados of Machiavelli as the beneficiaries of competition in the business world.

We have had state bureaucrats, banking executives, phone-company executives, even architects. The most Machiavellian, most sociophobic person we have ever had here was a highschool English teacher. That says something about society.

The purpose of society is not to benefit one visionary at the expense of everyone else. We have business executives with 8 or 9 figure salaries and too much of our society is skewed to enable that.

The library is supposed to encourage the opposite, a society based on equality and trust."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 2, 2006

Item 2:
Approval of the Minutes: September 21, 2006

"One of the most egregious examples of misrepresentation ever is the statement that this anonymous citizen discussed the semantics of their use of 'Friends' rather than 'Friends & Foundation.'

That puts words is my mouth that represents the Friends & Foundation's opinion. I use the term 'Friends & Foundation' because it a real distinction not semantics. That group is a 501(c)(3) organization and registered with the Registry of Charitable Trusts. There are no records on the "Friends of the Library."

According to these minutes, I said exactly the opposite.

I stated the Commission acted illegally on a document that had not been mentioned in the agenda, nor distributed. Just saying there was an illegality without a description is inadequate.

Brock Estes is described as a member of the busdriver's union. He identified himself as the vice-chair of Local 1741. He went on to talk about colonialism and the issues of the principal at the school."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 2, 2006

Item 3:
Approval of the Minutes: October 5, 2006

"Mr. Coulter began the meeting by stating that too often history is lost before describing Marjorie Stern's history. These minutes are why history is lost. Not only is the detail lost, but they do not show Mr. Coulter saying that.

The first person to speak under public comment was Donna Bero. Her comments are completely obliterated.

In Peter Warfield's comments, his 'continued inquiries' were in fact about the contradictory information he had been given.

There was a break of seven minutes, but no break is shown.

There is a statement that Commissioner Chin questioned those who criticized the work of others benefitting the library. No. She questioned how someone could sit in a Foundation chair and be critical of them. This is the best argument yet for why the Foundation should not be allowed to pay for the chairs."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 2, 2006

Item 4:
City Librarian's Report

"I can hear your interlocutory comments to each other. Imagine my anticipation that I will soon be able to just turn down my hearing aide.

This may be the first time that we have had a report on the Post-Occupancy Evaluation without any explanatory documents.

The City Librarian stated that the One-City, One Book program has been successful but he did not explain why. I believe it is so because it focuses attention on the fact that it is about actually reading the books. The library is not about money, statistics, or visions. It is about reading the books. Saying to people that here is a book we can all read together goes to the heart of what we are trying to do in this institution.

The Shakespeare's Comedy of Errors may not be a children's play, but perhaps I will go to see how they made it into a children's play."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 2, 2006

Item 6:
Public Safety Plan

"The Sunshine Ordinance provides that agenda items contain a meaningful description of the discussion. Who is to know that "Public Safety" is not emergency evacuations, but rather a discussion the interplay of class distinction and the delivery of services?

The presenter made a specific stipulation that they intended to be sensitive, when this is utterly insensitive.

The agenda item itself does not let homeless people know that they are being discussed.

The staff focus groups were given a wide range with regard to their input. The homeless and the public who are not homeless were given five narrow questions. So they were deprived the breath and specificity to tell their side of the story.

This is a fait accompli. I was the victim of class perceptions. The society has shut down the mental health system and the welfare system to the benefit of the wealth. And the Library suffers."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 2, 2006

Item 7:
Excelsior Library Services Overview

"The branch manager forgot to mention that one of the virtues of this neighborhood is convenience to transportation.

Also, because of the way it is configured, this neighborhood has what we might call 'micro-neighborhoods.' San Francisco is known for 'micro-climates.' Well, here we have micro-neighborhoods. I live on a street with a very steep slope and character of the neighborhood changes from the top of the hill to the bottom.

This is Walter Jebe's branch. Not only was Walter Jebe instrumental in building the new main library but he was also instrumental in creating this branch. He was known as the unofficial Mayor of the Excelsior.

One of the virtues of the old branch was that the meeting room opened on to the street. Mr. Coulter, I am sure, remembers a legendary meeting in this branch that lasted until midnight. I am interested in what the staff's reaction is to the different configuration."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 2, 2006

Item 8:
Library Commission Attendance Policy

"This is a de facto bylaw change without the proper notice required by the bylaws.

Since January, there have been ten months and following the twice monthly schedule there should have been twenty meetings. There have been only sixteen: Two meetings on hiatus, and two meetings cancelled for lack of a quorum.

In those sixteen meetings:

Ms. Bautista missed 3, late 2;
Ms. Chin missed 2, late 5;
Mr. Coulter has perfect attendance, late once – That is understandable, he is having the most fun;
Ms. Gomez missed 1, late 2;
Mr. Higueras missed 5, late 5 (I have not tracked early departures but there was one meeting where he arrived late and left early);
Mr. Kane missed 5, late 6;
Mr. Munson missed 3, but he has only been a commissioner for nine meetings.

Inserting 'consecutive' means that a commissioner could attend every third meeting. This would be a disservice to those you represent with your attendance."

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Office of the Mayor
City & County of San Francisco

Gavin Newsom

September 18, 2006

Departmental Directors and Commission Secretaries:

In a continuing effort to increase governmental efficiency and performance, I want to ensure consistent attendance of appointed representatives to our City and County commissions. I believe that consistent commissioner attendance is necessary for each commission to function well and effectively advance departmental goals. Appointments to commissions have been made by my office in order to allow for diverse viewpoints to be represented, so each commissioner's participation is essential.

Along those lines, my office is interested in establishing baseline standards of commissioner attendance across all city commissions:

- All commissioner absences be 'excused absences,' in which a commission secretary or the appropriate departmental representative is notified in advance of the meeting about the absence.
- A working goal of 100% attendance for commissioners, which recognizes the critical importance of each commissioner's attendance at meetings. As a practical matter, I believe it is appropriate to ask that each commissioner have at least 90% attendance to their regular commission's meetings—recognizing that illnesses or family emergencies arise very occasionally.
- In order to monitor efforts toward this goal, I ask that commission secretaries submit an annual report to my office at the end of each fiscal year detailing commission attendance.
- Moreover, I ask commission secretaries contact my commissions liaison if a commissioner misses a meeting without contacting the department in advance, or when a commissioner has missed three meetings in a fiscal year, so that my office may contact that commissioner.

Please consider incorporating these standards into your commission's policies and procedures as appropriate.

Each individual commissioner's experiences and skills are highly valued, and consistent attendance allows for the full potential of each commission to be utilized. Meeting attendance is also one of the many factors my office uses to consider future appointments of individuals currently serving on commissions, so detailed attendance records will be helpful to our appointment process.

Should you have any questions about this letter, please contact Wade Crowfoot at 554-6640.

Yours sincerely,

Gavin Newsom

1 Dr. Carlton B. Goodlett Place, Room 200, San Francisco, California 94102-4641
gavin.newsom@sfgov.org • (415) 554-6141

City and County of San Francisco

Tails

Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 061175 **Date Passed:**

Resolution urging each City board, commission or advisory body to adopt an internal policy regarding members' attendance at meetings of the body, and requesting each body to submit a copy of its policy to the Board of Supervisors by December 1, 2006.

August 15, 2006 Board of Supervisors — ADOPTED

Ayes: 10 - Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval
Excused: 1 - Alioto-Pier

File No. 061175

I hereby certify that the foregoing Resolution was ADOPTED on August 15, 2006 by the Board of Supervisors of the City and County of San Francisco.

Kay Gulbengay
for Gloria L. Young
Clerk of the Board

8/17/2006
Date Approved

Mayor Gavin Newsom

FILE NO. 061175 RESOLUTION NO. 502-06

[Urging boards and commissions to adopt policies regarding members' attendance at meetings.]

Resolution urging each City board, commission, or advisory body to adopt an internal policy regarding members' attendance at meetings of the body, and requesting each body to submit a copy of its policy to the Board of Supervisors by December 1, 2006.

WHEREAS, City boards, commissions, and advisory bodies are created as multi-member bodies to make use of the talents, efforts, and perspectives of all of their members; and,

WHEREAS, The appointing authorities for such bodies strive in selecting members to promote both diversity and balance, in order to enhance both the breadth of community representation and the quality of decision-making in the conduct of the City's business; and,

WHEREAS, Excessive absenteeism by individual members of such bodies detracts from the achievement of those goals and potentially skews the decision-making process, deprives different communities of effective representation, and places an unfair burden on those members who are conscientious about attending meetings; now, therefore, be it

RESOLVED, That the Board of Supervisors urges that every appointive board, commission, or advisory body of any kind established by the Charter or by legislative act of the Board of Supervisors adopt an internal policy regarding members' attendance at meetings of the body; and, be it

FURTHER RESOLVED, That the Board urges that such policy address how and when members are to be excused from attending particular meetings, and when the body is to report a member's excessive absenteeism to the appointing authority; and, be it

FURTHER RESOLVED, That the Board requests that every appointive board, commission, or advisory body of any kind established by the Charter or by legislative act of

Article III
Section 6: Excused Absences

Prior notification of absence from Commission meetings constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission meetings, whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

LIBRARY COMMISSION ATTENDANCE POLICY
Approved 11/2/06

Introduction

In August 2006, the Board of Supervisors adopted Resolution 502-06, urging each City board, commission and advisory body to adopt an internal policy regarding members' attendance at meetings of the body and requesting each body to submit a copy of its policy to the Board of Supervisors by December 1, 2006. The Board of Supervisors resolution urges that such policy address "how and when members are to be excused from attending particular meetings" and "when the body is to report a member's excessive absenteeism to the appointing authority." On September 18, 2006 the Mayor issued a directive to Department Directors and Commission Secretaries urging them to incorporate specific baseline standards of commissioner attendance in their policies and procedures as appropriate. The appointing authority shall determine whether and how to take absences (whether notified or not) into account in making future decisions regarding member appointments or tenure.

Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Library Commission. To the extent that this policy is in conflict with existing bylaws, the Library Commission intends, upon appropriate notice, to amend its bylaws.

Attendance Requirements

Except in the event of a notified absence (defined below), each member of the Library Commission is expected to attend each regular or special meeting of the Library Commission. The Secretary of the Library Commission shall maintain a record of members' attendance.

Notified Absences

A member's absence shall constitute a "notified absence" [1] where the member, in advance of the meeting, informs the Secretary of the Library Commission or other person whom the Library Commission has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary of the Library Commission as soon as reasonably possible. The Secretary of the Library Commission shall record all "non-notified absences" [2] involving neither advance notice nor unforeseen circumstances.

Report to the Appointing Authority

The Secretary of the Library Commission shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the Mayor's Commission Liaison.

Annual Attendance Report

At the end of each fiscal year, the Secretary of the Library Commission shall submit a written report to the Mayor's Commission Liaison detailing each Library Commission member's attendance at all meetings of the Library Commission for that fiscal year.

---

[1] An excused absence

[2] An unexcused absence

San Francisco Public Library

Public Safety Plan
Patron Behaviors:
Summary of Findings from 2006 Main Library Staff Survey, Staff Focus Groups and Patron Surveys

Office of the Chief of Main
September 2006

Background

Responding to comments by patrons and staff alike, Main Library administration and staff began to focus, late in the year 2000, on ways to help patrons who appeared to need health and social services beyond anything the Library could provide. The group (Ned Himmel, then Chief of Main, Thomas Tavis of General Collections, Rachel McLaughlin, then head of Security and Karen Strauss, then of Access Services) pursued relationships with the Department of Social Services and the Department of Public Health – City agencies with social workers and related expertise – with the goal of situating a mental health professional here at the Main.

Momentum on both sides was lost by early 2001 although contacts had been established with Charlie Morimoto and Barbara Garcia of the Department of Public Health's Mobile Outreach Services Team program.

In May of 2004, Mayor Gavin Newsom deployed a street outreach team to connect the city's chronically-homeless population with shelter and/or treatment services, based on a Philadelphia model. Main Library staff made contact with Ben Amyes of Street Outreach and had preliminary discussions about the feasibility of the outreach team directing their efforts to needy patrons at the Main. It was made clear that the team had its work cut out for them just providing outreach to people on the streets, let alone in buildings.

Project Homeless Connect (PHC) was launched in October of 2004. PHC is City Hall's massive bi-monthly effort that brings together City workers, corporate donors and volunteers to aid homeless people directly.

One year later, City Librarian Luis Herrera asked Library staff (Paul Underwood, then Deputy City Librarian and Karen Strauss, now Assistant Chief of Main) to attend the October 2005 PHC to look for ideas and opportunities about social services partnerships with the Library. Through that we met PHC's director Judith Klain who, in turn, introduced us to Dr. Rajesh (Raj) Parekh, the director of San Francisco Homeless Outreach Team (SF HOT), a venture of the Department of Public Health's Community Awareness & Treatment Services that works year-round to help people off the streets and into supportive housing, treatment programs and other City services.

The City Librarian asked Kathy Lawhun, Chief of Main, to calculate the cost of placing a mental health professional in the building. Working with Klain, Parekh and Alice Gleghorn, Deputy Director, Community Behavioral Health Services, we imagined placing an SF HOT case manager at the Library to develop and provide a viable outreach program that could be a link to housing and treatment services without turning the Main Library into more of a magnet for those in need than it was already. The Library incorporated that cost into our budget request for the following fiscal year.

At the beginning of the new fiscal year in July of 2006, with all indications from City Hall that the budget allocation would be approved, the Chief of the Main's office and Raj Parekh developed a job description and job announcement for the SF HOT case manager and began working in earnest to gather information. (Although the new case manager was not yet in place, we could have the data available for her/him to digest and incorporate into program design and implementation when s/he did come on the scene.)

Again, problematic behaviors are not exclusive to homeless patrons. While staff believes the greatest percentage of patrons expressing themselves inappropriately may be homeless, we know a) not all homeless patrons behave badly and b) not all badly-behaving patrons are homeless.

We administered a staff survey and ran three focus groups. Main Library employees were asked to rank those patron-related issues that gave them the greatest concern (i.e. specific behaviors; vulnerable places in the building; possible successful strategies). We then invited staff to further explore those concerns at employee focus groups (three were held) led by SF HOT.

Then, in August, SF HOT administered a survey on two different days of the Main's patrons and their Library usage habits. The same five questions were asked of patrons on a Friday morning waiting for the Main to open as of patrons inside the building later that month.

Summary of 2006 Surveys

Step One – Staff Survey

Main Library administration and SF HOT crafted the survey jointly. It was distributed on a Friday and collected five days later, giving all staff on duty an opportunity to weigh in. More than 200 staff out of approximately 400 responded to the survey.

These paraphrased comments are the ones that recurred most often throughout the surveys.

- Thank you for addressing this issue.
- Not everybody who has mental problems is a problem patron. Not everybody who inappropriately uses the library is homeless.
- I am for equal access but resent the libraries being turned into quasi drop-in and homeless shelters. This burden needs to be more equitably shared among City departments and services.
- The Library is not a mental health center nor should staff be acting as counselors.
- Unpleasant behaviors/activities drive away well-behaved library patrons.
- Aggressive surveillance and removal from the facility should be enforced for those damaging or vandalizing it.
- "Social worker," "policeman" or "undercover agent" is not in my job description.

- Strong odors are left lingering throughout the building; are side-stepped because the issue is subjective and delicate; and drive other users away.
- Possible spreading of disease jeopardizes employees' and the public's health.
- Bathrooms need some type of monitoring system.
- I feel my safety and health are at risk on a daily basis.
- Verbal abuse is fairly frequent as is stalking (especially of Pages as they shelve in public areas).
- Main Security staff are excellent; very responsive to staff needs.
- Clarify and codify the consequences for patrons who break the rules.
- Increase staffing, training and discipline to strengthen the Security team.
- Security should walk the floors regularly.
- It would be useful to be able to make and provide on-site referrals and professional interventions.

Step Two – Staff Focus Groups

Staff focus groups were scheduled following the distribution of the survey, on a variety of days (weekdays/weekends) and times (morning/late afternoon) so everyone, no matter their work shift, could attend. All respondents to the survey who expressed an interest in joining a focus group were invited; approximately 40 attended one of the three sessions. Two members of SF HOT led each focus group and recorded staff comments. Based on responses from the surveys, they narrowed the discussion to bathrooms, patrons' hygiene, safety and possible treatment services

These paraphrased comments are the ones that recurred most often and most vociferously during the course of the three focus groups. Many repeat the comments submitted on the returned surveys.

- Staff does not assume that homeless patrons all have offensive behaviors or that all offensive behaviors are caused by homeless patrons.
- The overwhelming, non-library needs of some patrons don't make use of the staff's professional abilities. These needs strain employees' impulses to be compassionate.
- People with non-library needs are not asking for our assistance to connect them to available services.
- The evolution of the Library as a place where people perform activities (sleeping, eating, bathing, drug use, acting out, viewing porn, etc.) not related to traditional library functions creates tremendous frustration, fear and low morale. A City-run, non-library facility could offer similar resources (computers, chairs, reading material, bathrooms, showers, lockers, etc.) in a more appropriate setting.
- Inappropriate behaviors in the bathrooms (bathing, laundering, drug-taking, performing sex acts, vandalism of library materials as well as vandalism of bathrooms themselves) make the bathrooms unpleasant – "disgusting" – for other patrons and Custodial & Security staff.
- Well-behaved people who don't have to be here are put off by others' behaviors and, therefore, don't come.

- A disproportionate number of the disturbances are caused by patrons with mental and/or substance abuse problems. Staff is physically uncomfortable serving patrons with strong odors.
- Patrons relieve themselves wherever they choose, both in the building and around it.
- The well-meaning Security department is understaffed and needs more training to effectively respond to this population of misbehaving patrons.
- Security feels limited by Administration in their abilities to enforce the rules and mete out punishments to those who disobey the *Guidelines for Library Use*.
- Collaborations with the police and social service providers are seen as positive.
- Oversized bags create problems when they block walkways, contain vermin and slow patrons' exit from the building during evacuations.
- Staff feels they are exposed to violence (human; animal) and patron-borne diseases.
- Patrons are skeptical that all animals brought into the Main are truly service animals.
- Staff has a perception that misbehaving "others" have more rights than staff and those who follow the rules.
- It seems to many that people can get away with just about any behavior.
- Staff assumes a connection between theft and vandalism of library materials with those whose behaviors are problematic.
- Some staff are reluctant to handle a relatively minor infraction directly for fear of an extreme reaction from the patron; Security is asked to respond or staff lets the incident (eating, drinking, loud cell phone usage) go uncorrected.
- Staff could benefit from knowing the standards applied to those who misbehave and having the confidence the standards are applied consistently.
- Some employees feel they are experiencing workplace harassment brought on by patrons' viewing of pornography.
- The on-site presence of a social service worker would relieve staff of considerable burdens.

Step Three – Patron Survey

On a Friday morning in August, prior to opening of the Main Library, approximately one dozen members of SF HOT approached patrons waiting to enter the building at the Larkin and Grove Street entrances. Team members offered donuts to those waiting and identified themselves as employees of the City's Department of Public Health conducting a survey for the Library. Patrons were asked five multiple-choice questions plus one open-ended question designed to identify the most popular Library services and spaces; the frequency and durations of visits; and patrons' housing status. Patrons were allowed to name more than one service and space they enjoy. Fifty patrons completed the survey.

Two weeks later, on a Thursday inside the building, four members of SF HOT approached patrons exiting the bathrooms; waiting for Express Internet computers and sitting at reading tables. Patrons were asked five multiple-choice questions plus one open-ended question designed to identify the most popular Library services and spaces; the frequency and durations of visits; and patrons' housing status. Patrons were allowed to name more than one service and space they enjoy. One hundred-twenty patrons completed the survey.

Highlights of the surveys follow. Responses to the survey conducted on the Friday morning prior to opening show one noteworthy difference from the combined results, specifically that most patrons (44%) say they visit the Library four times a week or more, compared with the majority of users (35%) in the combined results who use the building two-to-three times per week. The most popular Library service is our books (named 39% of the time), followed by the computers (26%).

- The most popular areas within the Library are the individual carrels at the windows at Larkin and Fulton Streets (named 37% of the time), followed by the bathrooms (26%).
- A majority of respondents (47%) stay 1-2 hours per visit and visit the Main 2-3 times per week (35%).
- Close to 20% of respondents identify as homeless, yet 55% who answered the question said they spend their non-Library time in shelters, streets, parks, at 39 Fell Street, bars, ballgames, Starbucks, etc. The remaining 45% are at work, in school or at home.

San Francisco Public Library

Public Safety Plan

Summary of Findings from SFPL public and staff surveys

Collaboration with San Francisco Homeless Outreach Team (SF HOT)

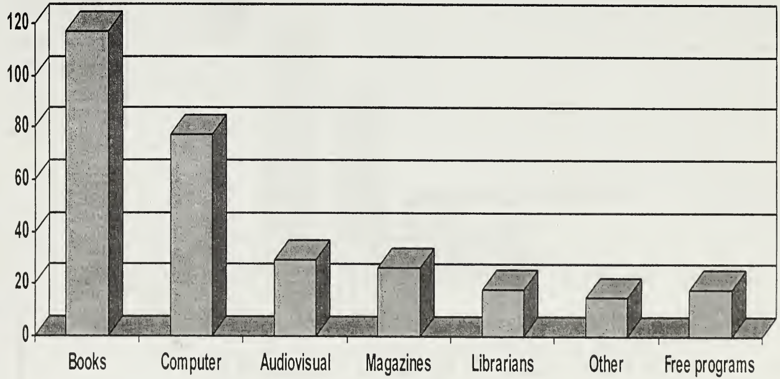
July/August 2006

Patron Surveys

August 4 and 17, 2006

What library services are most important to you?

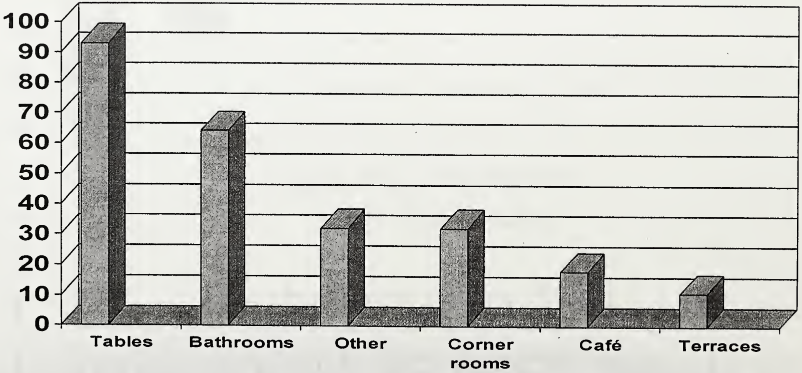
39% say books
26% say computers



What parts of the library are most useful to you?

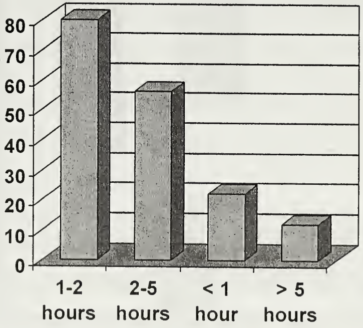
37% say the tables by the Larkin & Fulton windows

26% say the bathrooms



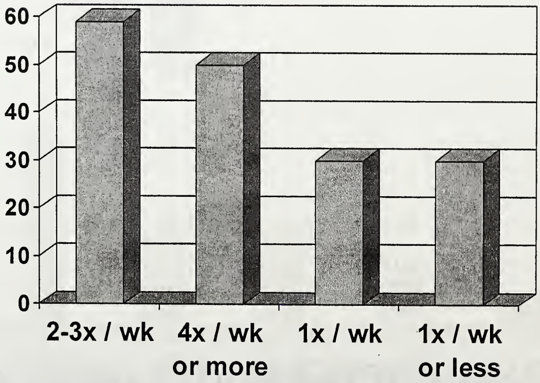
How much time do you spend at the Main Library each visit?

47% spend 1-2 hours
33% spend 2-5 hours



How often do you come to the Main Library?

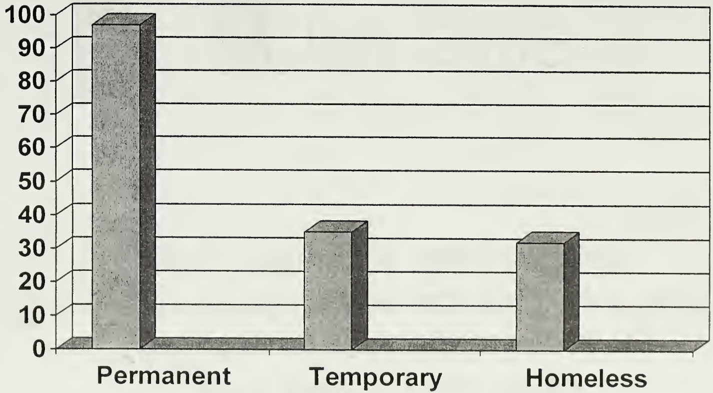
35% come 2-3 times per week
30% come 4 times per week or more



What is your housing status?

59% are permanently housed

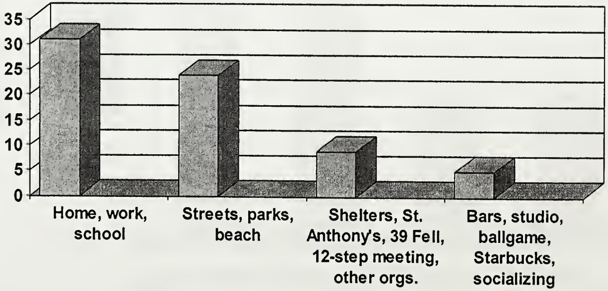
40% are temporarily housed or homeless



When the Main Library is closed, where do you spend your time?

45% say at work, school or home

55% say in streets, parks, shelters, 39 Fell Street, bars, ballgames, Starbucks, etc.



Staff Survey and Focus Groups

July 2006

Comments

1. Staff does not assume that homeless patrons all have offensive behaviors or that all offensive behaviors are caused by homeless patrons.

2. Unpleasant activities/behaviors/smells drive away well-behaved library patrons.

3. Possible spreading of disease jeopardizes employees' and the public's health.

4. Verbal abuse is fairly frequent, as is stalking (especially of Pages as they shelve in public areas).

5. Patrons relieve themselves wherever they choose - both in the building and around it - and use our bathrooms for a variety of unsanctioned activities.

Comments

6. Some staff are reluctant to handle directly a relatively minor infraction for fear of an extreme reaction from the patron.
7. People with non-library needs are not asking for our assistance to connect them to available services.
8. Staff perceive the Library as a quasi drop-in and homeless shelter.
9. The on-site presence of a social services worker would relieve staff of considerable burdens.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

11-13-06

DATE: Thursday, November 16, 2006
TIME: 4:00 p.m.
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES — ACTION

Presentation and discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 19, 2006.
Explanatory documents: draft minutes

3. EUREKA VALLEY LIBRARY PEER REVIEW — DISCUSSION

Presentation and discussion of proposed designs for the Eureka Valley-Harvey Milk Memorial Branch Library.
Explanatory document: Schematic Design Plan

4. BOND PROGRAM MANAGER'S REPORT — DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of *an informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special report: none.*
Explanatory documents: current Budget Report and Branch Library Summary Schedules

6. ADJOURNMENT (requires motion and public comment) ACTION

Richard Walsh, Acting Secretary. 11/13/06

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b) & 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 12/29/04

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft minutes of the regular meeting of Thursday, November 16, 2006.
The San Francisco Public Library Commission held a regular meeting on Thursday, November 16, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by Vice President Coulter at 4:08 pm.

Commissioners present: Chin, Coulter, Kane and Munson. Commissioner Higueras was expected. Commissioners Bautista and Gomez were excused.

AGENDA ITEM #1: PUBLIC COMMENT

An anonymous citizen recalled an incident at a commission meeting 17 years ago when he claimed Commissioner Coulter taunted him by asking him if he was having fun several times. He said Commissioner Coulter later used the phrase “get a life.” In closing he asked the Commission if they were having fun.

Peter Warfield said last June the BOS Finance Committee allocated $480,000 for more branches to be open on Sundays. The funding was put on reserve pending a plan for additional branch hours on Sundays. He asked for the status of the plan.

John McAbee, member of the Board of Directors of the Friends, announced that there will be a reception tomorrow evening at the Friends office to celebrate the 10th anniversary of the African America Center in the Main. Book Bay at Fort Mason will move to a new larger space close to the space it currently occupies. The annual “Writers Remembered” event will be held in the Koret Auditorium on January 27th. He thanked commissioners for their hard work.

Donna Bero, Executive Director of Friends of the Library, reported that they have received $500,000 grant from the David B Gold Foundation for five of the branches in the BLIP campaign. They also recently received a $50,000 gift from Grace and Steven Voorhis, neighbors in the West Portal area.

Ellen Egbert said she was disappointed that some commissioners had not been to the Excelsior Library until the last Commission meeting. She urged Commissioners to visit all the branches to see them before and after BLIP renovations.

Commissioner Higueras arrived at 4:19 pm.

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AGENDA ITEM #2: APPROVAL OF MINUTES OF OCTOBER 19, 2006

Public Comment:
An anonymous citizen said the minutes show the presence of a new hand and that they did contain a summary of what people said at the meeting. He said that the Commission would no doubt have a future meeting without legal notice to discuss the policy of minutes. He said the minutes misrepresented all the speaker comments under the public comment section. He said that Demece Garepis, a donor, said that the Bernal preschool was going into Paul Revere School where it belonged. He recalled that Denise Shucks spoke carefully about two incidents involving library security officers. He said that she witnessed security hasseling a patron trying to leave and that she recounted an experience when Security told a child that he was too young to come to the Library. He said the minutes should have included that the City Librarian said he would look into both matters.

Peter Warfield said that he has been spending several months trying to track down simple facts about the Library's policies and practices regarding the purchase of out of print books and materials and the monitoring of books that are missing or leave the collection. He said the Library's statements on these issues have been contradictory. He proposed that his public comment in Agenda Item #1 be changed to "...questioned how reliable the Library statements are regarding purchasing of out of print materials."

Commissioner Higueras asked that Peter Warfield's comments be amended in these minutes. Commissioner Coulter suggested that these minutes were one end of brevity and future minutes could be expanded a bit to capture more sense of discussion.

MOTION: by Commissioner Chin, 2nd by Commissioner Coulter for approval of the minutes of November September 21, 2006 as amended.

Action: 5-0 AYE (Chin, Coulter, Higueras, Munson and Kane)

AGENDA ITEM #3: EUREKA VALLEY LIBRARY PEER REVIEW
Marilyn Thompson reported that the total project budget for the branch is $4.3 million of which $3million is the construction budget. The current building is approximately 5,500 sq' and it will have an 800 sq' expansion. There will be a 12% increase in shelf space.

Philip Sowers, DPW senior architect, presented the schematic design plan for the branch. Project goals include seismic strengthening, ADA accessibility improvements, improved restrooms, enhance aesthetics and functionality, increase space for collections and programs, improved ventilation and energy efficiencies, and incorporate green/sustainable design technologies.

Mr. Sowers reported that there have been three community meetings to discuss schematic design and to determine what the neighborhood wants to see in the renovated branch. He highlighted many of the outstanding existing features of the branch and he presented the proposed design plan and furniture layout. He reviewed the lighting, roof, window, elevation, and interior improvement plans.

Brian Bannon, Chief of Branches, commented on the schematic designs discussed at the branch staff level. He said that proposed enhanced exhibit space was highly desirable and program space is flexible throughout the branch with the introduction of moveable furniture. Distinct teen and children's spaces have been established in the current schematic design. The service desk and work room work well in the proposed locations and provide sight lines to the patio area. He felt that this design works well for future public service demands.

Marilyn Thompson introduced peer panelists Bonnie Bridges, Boor Bridges Architecture; Donald Cremers, SMWM; and Gerald Takano, TBA West, Inc. Bonnie Bridges said that she felt the design of the branch was well done and took into consideration the comments of community. She said the high and low ceiling spaces and their lines of influence have been addressed in the design and that they should be responded to further as the finishes and lighting are developed. She suggested that there is an outdoor space possibility with the southern patio space but there would need to be some solutions to potential security problems. She suggested that a door could be added to the staff room to enable staff response to an emergency in the patio and that a community room could be added to the southern portion of the property if funds ever became available.

Donald Cremers said the panelists were all in agreement that the outdoor access from the children's area was highly desirable. The existing garden area should be opened up to bring the patio and walkway together. Flooring elements and patterns could be introduced to emphasize the higher and lower ceiling areas. He commended the design team on the addition of the wood ceiling, pendant light fixtures and the overall design.

Gerald Takano said the peer review team worked under certain assumptions that were important: this was a schematic review only and there was not enough information to review the actual costs of the project; that the programmatic and schematic design had staff and community input; and that a proposed GLBT museum would not have an impact on what the team was reviewing. He said that this building was designed by Appleton and Wolford and built in 1961 and stated the team felt the current design respected the modernistic style of the building. He encouraged use of movable furniture and said there are great possibilities for future expansion in the patio and rear walkway areas. He advised the Commission to carefully review program and construction costs.

Marilyn Thompson thanked the panelists for sharing their design expertise to ensure that design excellence continues to be an integral part of the bond program.

Public Comment
Anonymous citizen said the agenda did not include any mention of the program notes from the community meetings that are available in the rear of the auditorium. The agenda did not list the names or credentials of the peer review panelists. He said that in a prior schematic design (Scheme A) there was a dramatic increase in adult seating and a more modest increase in adult book space. Today's schematic design increases the teen area at the expense of the children's and adult areas. The patio area is the key feature of the branch and is ambiguous in its current condition. He said the current walkway does not look like it is being maintained by DPW.

Jim Buckley expressed concern about how cold it will be when sitting near the north windows and suggested improved lighting on the roof soffit on the Prosper St side of the building since it is very dark at night. He said he wanted no changes to the path near the courtyard.

Peter Warfield said it would have been useful if he received all of the materials that were available at the meeting in advance. He would have liked to have seen Mr. Sowers' program notes to see what program objectives were given to the architect. He said that the library is making policy changes through design and cited that there was no adult reference desk resulting in a reduction of librarians. He said that self check out machines, pc's, and adult media present as you enter the branch are not the correct message that the library should be providing. He liked to know more about how green the building is and why the parking is retained in a city that encourages public transit. He questioned if the parking lot has been considered for some other use. He said he heard nothing today about the program requirements for books and seating.

Robin Lewis, Eureka Valley patron, said she was appreciative that she was able to be part of the community meeting process and was thankful that alternatives for lighting were being considered.

In response to a question from Commissioner Coulter on floor finishes, Mr. Cremers stated that the panelists were not in favor of distinct floor patterns to establish specific areas such as teen or children's sections but rather that that moveable furniture and equipment should be used to establish distinct areas and allow for future flexibility to meet program needs. Commissioners Coulter and Higueras expressed concern for safety and security in the rear patio and walkway. Brain Bannon responded that the area will be very visible from the new staff room but said that he and branch staff will work with the project architects for security enhancements to the patio and walkway areas. In response to a question from Commissioner Chin, Mr. Herrera said that the City's Department of the Environment will handle disposition of existing furniture. Patio access from the children's section will be explored further by the branch staff and project architects. Commissioner Higueras asked for a prominent separation of the public restrooms and the children's area. Philip Sowers reviewed the methods of seismic strengthening that will be used and noted that the Buffano artwork will remain in its current location. Commissioner Kane commented that he thought it was a good not to have patio access directly from the children's section and reported he knew several *branch patrons who are thankful that parking is available at the branch. Brian Bannon explained reasons for placement of public computers, self checkout units, new books and media collections.*

Luis Herrera thanked Supervisor Bevan Dufty for his support of this project and noted the presence in the audience of Rachelle McManus from Supervisor Dufty's office.

Commissioner Coulter departed at 5:45 pm.

AGENDA ITEM #4: BOND PROGRAM MANAGER REPORT

Marilyn Thompson, Bond Program Manager, updated the Commission on Budget, Schedule, Active Projects, Construction and Community Outreach (copies attached.)

Ms Thompson noted that only one bid was received for Richmond Branch renovation. The current budget is $7.1 million and the bid was $9.985 million. By rejecting the bid and releasing the subcontractors, the City has the option to negotiate on the cost without changing the scope of work. The bid is being evaluated as well as the estimate to understand more fully what differences exist. Even if the negotiation process does not yield a bid that the Library can afford, project management staff will have a better understanding of the pricing and clarity on how to revise the scope of the project if necessary.

Public Comment

Anonymous citizen said that there was no rainy season report and the rainy season looked problematic from the slide shown of Noe Valley Branch. He said it would be helpful to hear from the staff that BLIP is prepared for the rainy season. He said he hoped the report on the cost of Richmond Branch renovations sent a chill down everyone's spine. He said it should give serious pause that out of fourteen possible contractors only one submitted a bid. He said reduction of the scope of the project would be a betrayal to the citizens.

Peter Warfield said he would like to see presentation material in advance and thanked Marilyn Thomson for the legible program statistics on the furniture layout sheet. He thanked the Commission President for addressing computer locations, rationale for self check, reference questions and media versus books when discussing Eureka Valley Branch during the peer review process. He said he would like to hear more about how "green" the buildings are becoming and asked what the Library's policy and efforts are to make branches "green." He asked if it is the program of the Library to cut staff by getting rid of reference desks and adding self checkout machines.

In response to a question by Commissioner Kane, Marilyn Thompson stated that the number of bidders has been declining for all City departments, construction costs have escalated and because there was only one bidder the construction cost estimators feel that the estimate could be fifty percent off. Follow up calls will be made to contractors who picked up bid packages but did not submit bids to try to determine how to get greater participation in the bidding process. Ms. Thompson described attempts at resolving *complaints from an adjacent neighbor regarding construction issues at West Portal Branch. She said the building envelope could be compromised from a water proofing standpoint since this neighbor has refused to give permission to allow access for applying stucco on a small section of the west exterior wall.*

Luis Herrera reported on community outreach to the residents of the Richmond district and the neighborhood library campaign to assure them that the Library is addressing the issues associated with the single bid for Richmond Branch.

AGENDA ITEM #5: ADJOURNMENT

MOTION: by Commissioner Munson, 2nd by Commissioner Chin to adjourn the regular November 2, 2006 Commission meeting.

Action: 4-0 AYE (Chin, Higueras, Kane and Munson)

Meeting adjourned at 6:24 pm.

Richard Walsh, Acting Commission Secretary 11/30/06

Please note: These are draft Minutes subject to revision by the Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

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ATTACHMENTS:
Eureka Valley Schematic Design
Budget reports and Branch Library Summary Schedules

The public comment summary statements included in these minutes are authorized by the San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2006

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Mr. Coulter's first open taunting of me was "Are you having fun?" No one thought that seventeen years later I would be throwing the same taunt back at him.

The taunt changed to 'Get a life.' which is both the same and different.

A Leonard Cohen song contains, "They sentenced me to twenty years of boredom for trying to change the system from within.' If that is what 'get a life' means, Mr. Coulter has a point.

A complete reversal would have someone new like Commissioner Munson asking Mr. Coulter if he is having fun. Mr. Coulter has now been coming to these meetings as long as I had then, and if it is a waste of a life, he has wasted his life.

Experience teaches us all something.

'Are you having fun?'"

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2006

Item 2:
Approval of the Minutes: October 19, 2006

"Stop the Corporate Rape of the Public Library! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

These minutes show the presence of a new hand. The minutes fluctuate in cycles. I am sure you will have another policy discussion without proper notice.

Each of the four people who spoke under public comment were misrepresented.

Ms. Garepis talked about being a donor and Paul Revere School being the proper site for the preschool. By selecting non-representative examples, you transformed her from an opponent to a supporter of the preschool.

Ms. Shucks spoke carefully of two incidents involving the security guards. One involved hassling someone, and the other was a child who was told incorrectly that she was too young to be in the library. The City Librarian said he took these issues very seriously and would look into them.

This should have been in the minutes."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2006

Item 3:
Eureka Valley Library Peer Review

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

There are explanatory documents for this item, but there are no explanatory documents listed on the agenda. There is also nothing about the credentials of the persons on the peer review panel although I mention it every time.

There is a 'Scheme A' that was presented to a community meeting. A comparison reveals a dramatic increase in adult seating and an increase in book space and the present scheme is markedly reduced. There is no record of the community's advocacy for this or what gains were made to offset that sacrifice.

The patio area is ambiguous and there is no indication of how that problem will be solved. It is not clear that the idyllic pathway belongs to the library."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 16, 2006

Item 4:
Bond Program Manager's Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

The concept of 'natural linoleum' seems like a strange oxymoron.

We didn't get a rainy season report. We have had issues with projects where contractors were late preparing for the rainy season and there were charges and counter-charges back and forth.

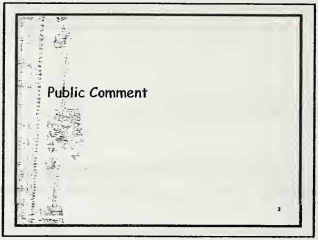
This looks problematic with respect to the slide of Noe Valley. It would be nice to be reassured by the staff that we are prepared for the rainy season.

The discussion of Richmond sent a chill down all of our spines. We had fourteen contractors involved in a preliminary stage and ended up with one bidder. It looks like very nearly 50% over budget. Does this reflect the future scope of being overbudget?

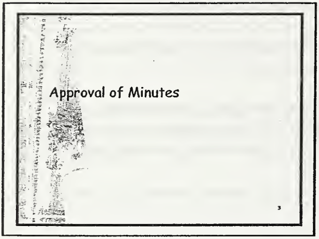
The option of 'reducing the scope of the project' will be regard as a betrayal to the citizens."

Library Commission

November 16, 2006

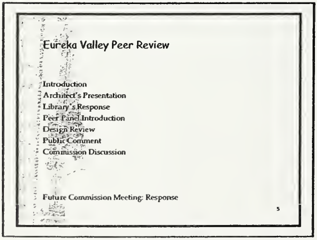


Public Comment



Approval of Minutes

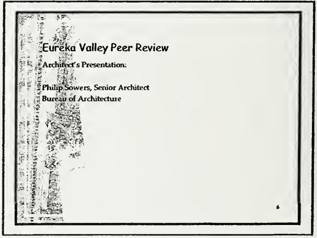
Eureka Valley Peer Review



Eureka Valley Peer Review

Introduction
Architect's Presentation
Library's Response
Peer Panel Introduction
Design Review
Public Comment
Commission Discussion

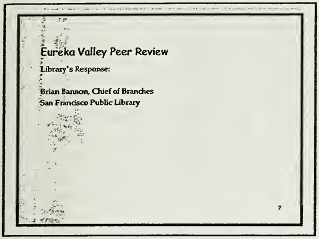
Future Commission Meeting: Response



Eureka Valley Peer Review

Architect's Presentation:

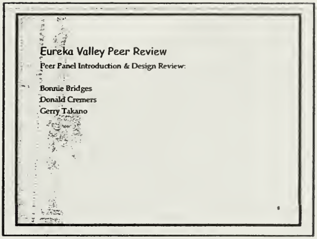
Philip Sowers, Senior Architect
Bureau of Architecture



Eureka Valley Peer Review

Library's Response:

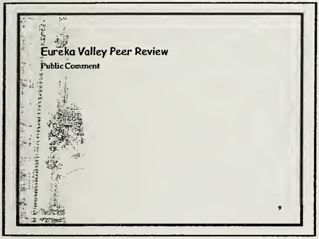
Brian Bannon, Chief of Branches
San Francisco Public Library



Eureka Valley Peer Review

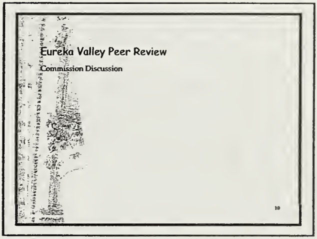
Peer Panel Introduction & Design Review:

Bonnie Bridges
Donald Cremers
Gerry Takano



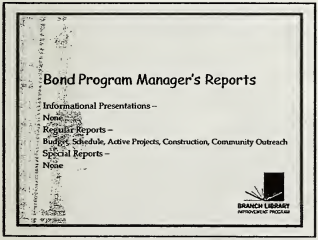
Eureka Valley Peer Review

Public Comment



Eureka Valley Peer Review

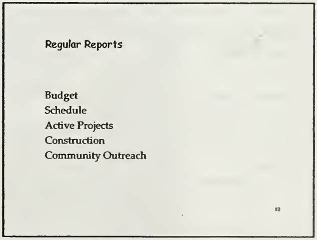
Commission Discussion



Bond Program Manager's Reports

Informational Presentations –
None
Regular Reports –
Budget, Schedule, Active Projects, Construction, Community Outreach
Special Reports –
None

BRANCH LIBRARY
IMPROVEMENT PROGRAM



Regular Reports

Budget
Schedule
Active Projects
Construction
Community Outreach

Budget Report

10-10-01 Baseline Project Budgets & Reserve established
11-15-01 GPA increased $88,000
01-17-02 Increased Reserve (reduced all projects 5%)
05-16-02 Public Art Program funded from RIC, ING, POR, VVA, MBA, GPA ($302,000)
06-20-02 MBA increased $653,000
12-20-02 ING increased $455,000
02-20-03 Friends commitment increased to $16M
04-17-03 VVA increased $716,000
06-26-03 DRE increased $115,281
10-16-03 Transferred Moving Budgets to SSF & EXC
02-19-04 Added Library Preservation Funds FY03/04 $500k
12-06-04 WPO increased $650,000
01-06-05 Increased RIC, ING, POR, NBE, GPA, PAR, PRE, SUN, updated revenues to include Prop 14 grants
05-05-05 NVA increased $672,818
09-15-05 Transferred Moving Budgets to MBA, EXC, MAR, NVA, SUN, RIC, WPO, WSA; increased Public Art Program $60K from RIC, POT
01-19-06 NVA increased $825,000
07-20-06 WSA increased $997,000; GPA increased $597,200
08-17-06 RIC increased $2,582,358; ING increased $493,145
TODAY no changes

Schedule Report

10-10-01 Baseline Project Schedules established
12-20-01 Revised GPA per Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised for Prop 14 strategy; Revised MBA per Developer's schedule
03-21-02 Issued detailed schedules all phases
04-18-02 Revised for Prop 14 strategy
06-20-02 Adjusted for geographic distribution of closed facilities
04-17-03 Revised for Prop 14 strategy; Revised MBA & GPA per Developers' schedules
02-19-04 Various changes per memo dated 2/17/04
01-06-05 Various changes to accommodate Prop 14 requirements, community outreach and additional cost estimates
02-03-05 Revised EVA to accommodate alternative proposal
05-05-05 Revised NVA for design revisions
03-16-06 Revised BHE to accommodate alternative proposal
TODAY no changes

Active Projects Reports
New Construction

- Glen Park
  - Shell: Punch list, property acquisition complete
  - Interior: Construction start 11/06
- Portola
  - Construction Document Phase - Budget, Schedule
  - Next- Advertise for bid
- Ingleside
  - Construction Document Phase – Schedule
  - Next- Evaluate 50% CD submittal

Active Projects Reports
Renovations

- West Portal
  - Construction start 3/05
- Marina
  - Construction start 10/05
- Sunset
  - Construction start 11/05
- Presidio Retaining Wall
  - Construction start 04/06

Active Projects Reports
Renovations

- Noe Valley
  - Construction start 05/06
- Western Addition
  - Construction start 10/06
- Richmond
  - Bid Phase
  - Next – Reject bid & negotiate

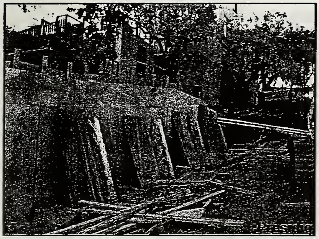
Active Projects Reports
Renovations

- Bernal Heights
  - Design Development Phase - Schedule
  - Next –Civic Design Review
- Potrero
  - Design Development Phase - Schedule
  - Next – Geotechnical Testing
- Eureka Valley
  - Schematic Design Phase - Schedule
  - Next – Civic Design Review
- Merced
  - Conceptual Design Phase - Schedule

Construction Reports

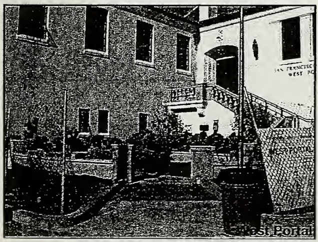
- Mission Bay
- Presidio Retaining Wall
- Sunset
- West Portal
- Marina
- Glen Park
- Noe Valley
- Western Addition

•Presidio

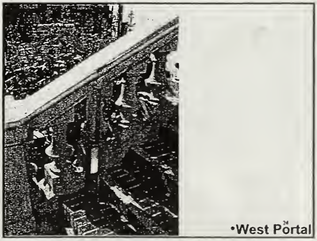


Presidio

West Portal

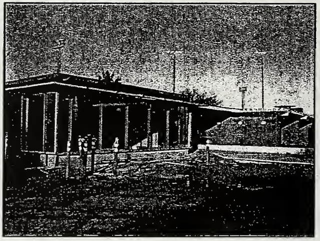

SAN FRANCISC
WEST PO

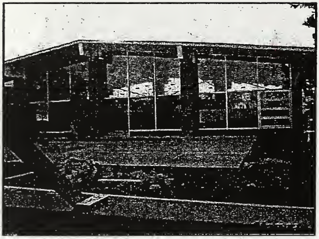
West Portal

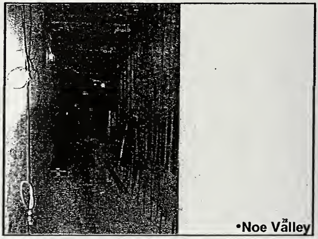


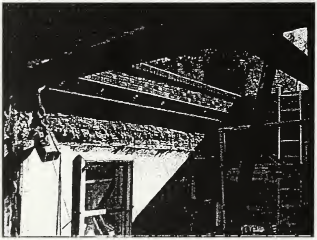
•West Portal

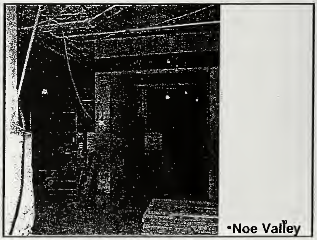
SAN FRANCISCO PUBLIC LIBRARY
WEST PORTAL BRANCH
•W

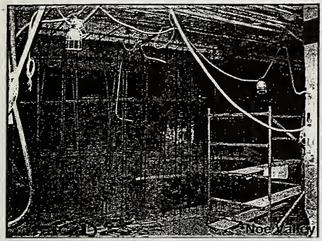




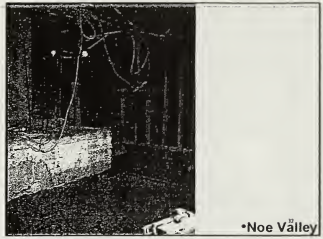

•Noe Valley



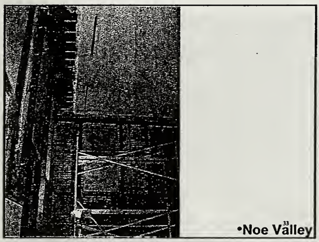

•Noe Valley



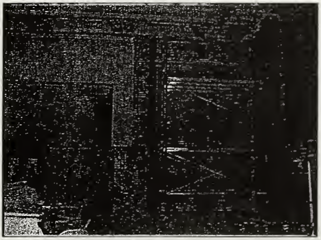
•Noe Valley

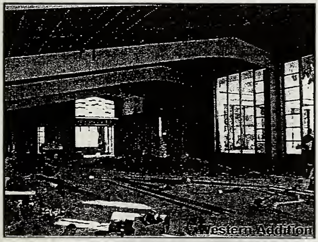


•Noe Valley

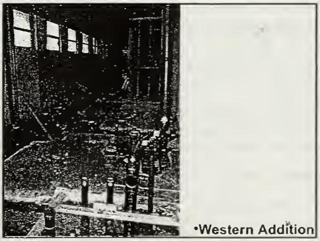


•Noe Valley



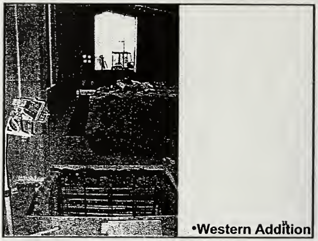


•Western Addition

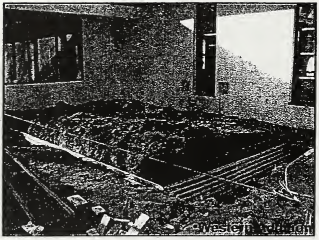


•Western Addition

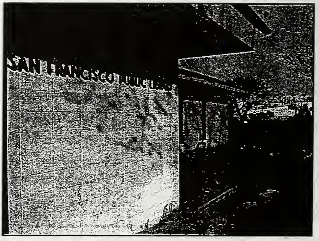
•Western Addition



•Western Addition

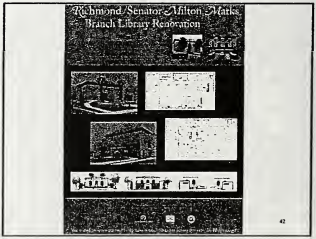


•Western Addition

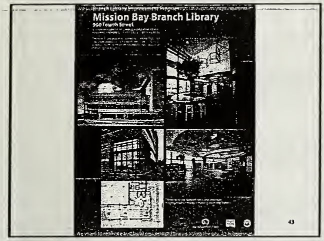


Community Outreach Update

- BLIP events:
  Western Addition Reading Center Opening – 11/7
- Other events and / or Library presence:
  Glen Canyon Market Opening – 11/18
  SPUR luncheon – 11/13
  Schlage Lock Planning Meeting – 11/14
- Related Boards / Commissions:
  None
- Other Outreach:
  Website
  Bulletin Board – Sixth Floor



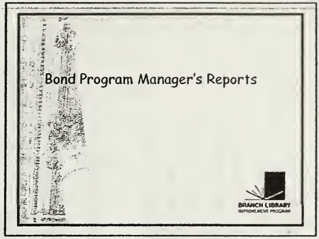
Richmond/Senator Milton Marks Branch Library Renovation



Branch Library Improvement Program

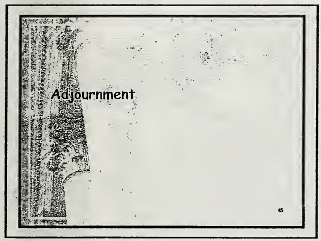
Mission Bay Branch Library

960 Fourth Street

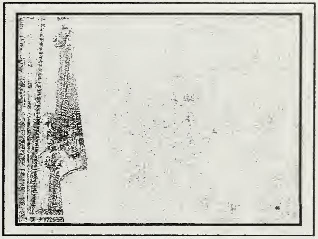


Bond Program Manager's Reports

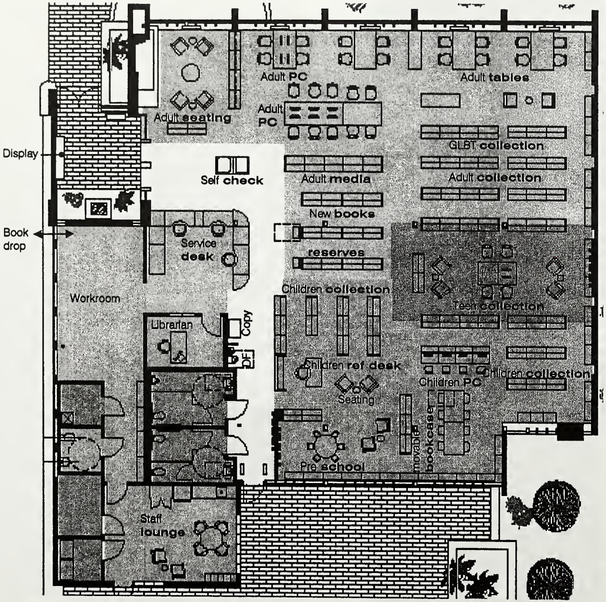
BRANCH LIBRARY IMPROVEMENT PROGRAM



Adjournment



New Furniture Layout


Adult PC
Adult tables
Adult PC
Adult seating
Display
Self check
GLBT collection
Adult media
Adult collection
New books
Book drop
Service desk
reserves
Workroom
Children collection
Teen collection
Librarian
Copy
DF
Children ref desk
Children PC
Children collection
Seating
movable bookcase
Pre school
Staff lounge

Legend

☐	Circulation
▨	Adult collection
▨	Teen collection
▨	Children collection
▨	Staff area
▨	Service area

Library Program

	Existing	Schematic
1.0 Books/Media	2386 Total	2679 Total
1.1 Adults	1558 LF	1701 LF
1.2 Teens	120 LF	324 LF
1.3 Children	708 LF	654 LF
2.0 PC's	6 Total	16 Total
1.1 Adults	6	10
1.2 Teens	0	2
1.3 Children	0	4
3.0 Seating	54 Total	65 Total
1.1 Adults	32	32
1.2 Teens	0	8
1.3 Children	22	25

BRANCH LIBRARY
IMPROVEMENT PROGRAM

SFDPW
10 November 2006

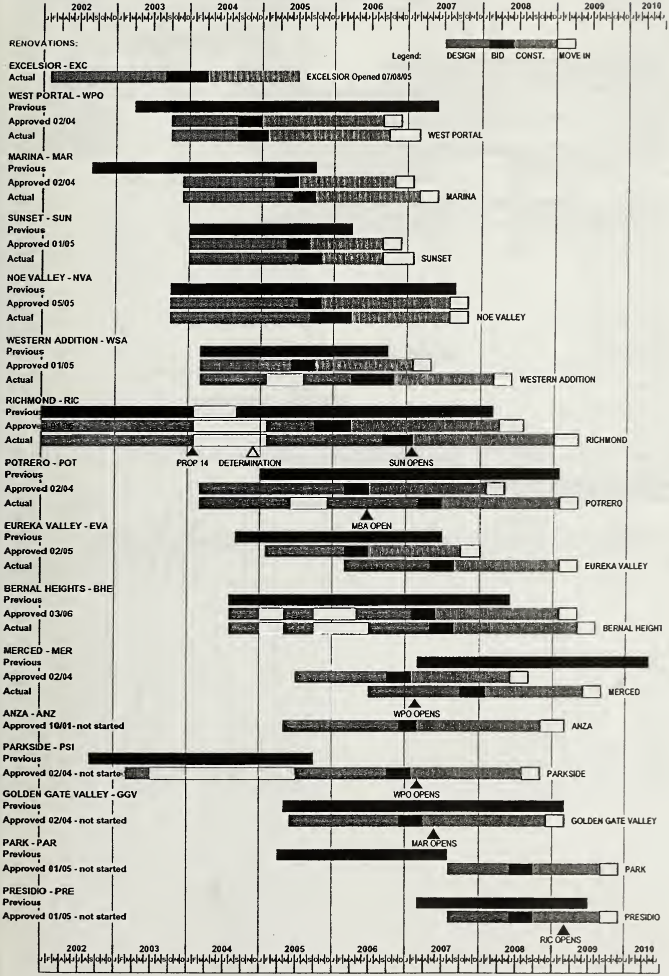
Bureau of Architecture
Schematic Design

Eureka Valley/Harvey Milk Memorial Branch Library

Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

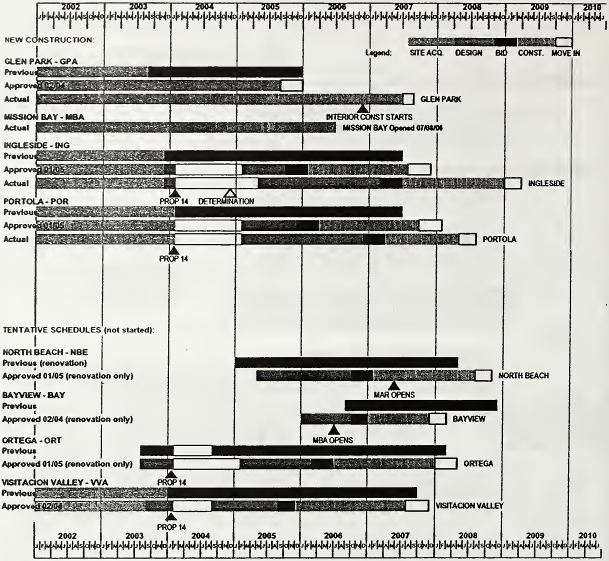
Presented at Commission Meeting November 16, 2006

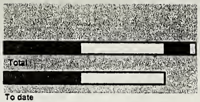
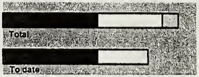
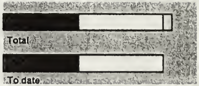
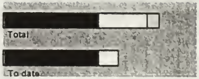


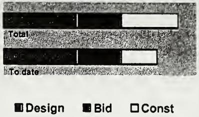
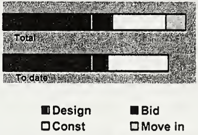
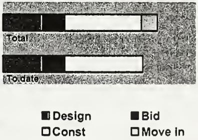
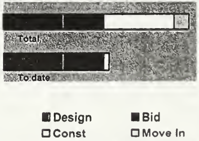
Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

Presented at Commission Meeting November 16, 2006



Branch	Contacts	Statistics	Activities	Schedule
Glen Park Branch **Market Place/Shell Library/Interior** 2825 Diamond Street	**District/Supervisor:** 8 / Dufty **Architect:** Sternberg Benjamin (shell) Tom Eliot Fisch (interior) Bureau of Architecture (Interior) **Contractor/Developer (shell):** Diamond LLC **Contractor (Interior):** Cooper Pugeda Management Inc.	**Purchase Price:** $3,361,000 **Est'd Completion of Shell:** 9/25/06 **Award (interior):** $1,202,000 **Change Orders:** $0 **Total Contract:** $1,202,000 **Payments:** $0 **Duration:** 225 days **Extensions:** 7 days **Total Duration:** 232 days **Substantial:** 5/18/07 **Final Compl:** 7/2/07	NTP 11/13/2006 No change orders pending	 ■ Design ☐ Const ■ Interior Const ☐ Move In
Marina Branch 1890 Chestnut Street	**District/Supervisor:** 2 / Alioto Pier **Architect:** Tom Eliot Fisch / Field Paoli **Contractor:** Trico Construction	**Award:** $2,393,700 **Change Orders:** $227,607 **Total Contract:** $2,621,307 **Payments:** $1,968,791 **Duration:** 425 days **Extensions:** 64 days **Total Duration:** 489 days **Substantial:** 1/2/07 **Final Compl:** 3/3/07	Painting, tiling, fire alarm, light fixture installation Exterior concrete patios poured Change orders pending: Floor leveling $7k; various code, structural and owner requested revisions $23k	 ■ Design ■ Bid ☐ Const ☐ Move In
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Award:** $2,433,636 **Change Orders:** $62,765 **Total Contract:** $2,488,580 **Payments:** $2,488,580 **Duration:** 698 days **Extensions:** 146 days **Total Duration:** 844 days **Substantial:** 3/24/06 **Final Compl:** 7/1/06	Opened to the public 7/8/06 Punchlist complete Final payment approved	 ■ Design ☐ Const ☐ Move In
Noe Valley Branch 451 Jersey Street	**District/Supervisor:** 8 / Dufty **Architect:** Carey & Co., Inc. **Contractor:** LC General Engineering & Const., Inc.	**Award:** $3,770,000 **Change Orders:** $0 **Total Contract:** $3,770,000 **Payments:** $807,030 **Duration:** 485 days **Extensions:** 0 days **Total Duration:** 485 days **Substantial:** 7/4/07 **Final Compl:** 9/2/07	Shoring & rebar complete, pit #2 Installation of steel columns Forms, rebar, reinforcement plates for shear walls, & shoring (pour #3 completed) Change orders pending: Soil grouting at underpinning $7.5k; drinking fountain $3k	 ■ Design ■ Bid ☐ Const ☐ Move In

Branch	Contacts	Statistics		Activities	Schedule
Presidio Branch 3150 Sacramento Street	**District/Supervisor:** 2 / Alioto-Pier **Engineer:** DPW **Contractor:** Valentine Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$204,566** **$77,582** **$282,148** **$36,450** **105 days** **123 days** **228 days** **11/23/06** **12/8/06**	Shotcrete placement Placing galvanized angle irons for future fence This contract is only for retaining wall repairs No change orders pending	
Sunset Branch 1305 18th Avenue	**District/Supervisor:** 5 / Mirkarimi **Architect:** Fougeron Architecture **Contractor:** Cooper Pugeda Management	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$796,888** **$234,536** **$1,031,424** **$842,565** **300 days** **21 days** **321 days** **7/16/06** **10/6/06**	Curb ramps completed Shelving Installation to begin 11/20 Punch list work No change orders pending	
West Portal Branch 900 Ulloa Street	**District/Supervisor:** 7 / Elsbernd **Architect:** Thomas Hacker Architects **Contractor:** MH Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$2,980,000** **$296,813** **$3,276,813** **$3,037,700** **460 days** **118 days** **578 days** **8/7/06** **10/6/06**	Elevator certified Woodwork refinishing complete Flooring complete Steel shelving 90% complete Planting and site clean up in progress Change orders pending: Misc. revisions $9k	
Western Addition Branch 1550 Scott Street	**District/Supervisor:** 5 / Mirkarimi **Architect:** Bureau of Architecture **Contractor:** CDX Builders Inc.	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	**$2,457,800** **$0** **$2,457,800** **$0** **425 days** **0 days** **425 days** **10/15/07** **12/14/07**	Demolition and utility excavation Landscape demo completed; trees transplanted Termite inspection report (allowance) No change orders pending	

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
November 16, 2006

Branch	BUDGET		REVENUE FUND STRATEGY				EXPENDITURES/ENCUMBRANCES	
	Baseline Budget (10/01)	Approved Budget (07/06)	City Prop. A Bonds	State Prop. 14 Grants	Other Funds	Total All Sources	Actual 31-Oct-06 B	New This Month
Site Acquisitions & New Construction								
Glen Park	4,570,000	5,478,200	4,681,000		797,200 (5,8)	5,478,200	4,587,495	1,202,167
Ingleside	4,570,000	6,245,000	2,285,277	3,466,578	493,145 (8)	6,245,000	2,629,762	195
Mission Bay	3,350,000	3,967,000	3,963,394		3,606 (4)	3,967,000	3,782,628	4,423
Portola	4,570,000	4,818,520	4,388,000		430,520 (5)	4,818,520	1,911,130	29,963
Visitacion Valley	5,320,000	5,942,500	5,884,500		58,000 (6)	5,942,500	2,342,073	-
Support Services	9,080,000	8,946,342	8,876,000		70,342 (6)	8,946,342	8,850,502	-
SUBTOTAL	*31,460,000*	*35,397,562*	*30,078,171*	*3,466,578*	*1,852,813*	*35,397,562*	*24,103,590*	*1,236,748*
Renovations								
Anza	4,740,000	4,503,000	4,503,000		-	4,503,000	9,867	
Bayview	3,820,000	3,629,000	3,629,000		-	3,629,000	18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		-	5,082,500	345,512	4,826
Eureka Valley	4,580,000	4,351,000	4,351,000		-	4,351,000	165,366	13,022
Excelsior	3,820,000	3,655,648	3,655,648		-	3,655,648	3,579,210	4,458
Golden Gate Valley	5,340,000	5,073,000	5,073,000		-	5,073,000		
Marina	4,110,000	3,924,500	3,924,500		-	3,924,500	3,527,236	3,824
Merced	4,200,000	3,990,000	3,990,000		-	3,990,000	38,091	5,020
Noe Valley	4,410,000	5,707,318	5,698,818		8,500 (4)	5,707,318	4,826,452	19,320
North Beach	3,460,000	3,763,600	3,287,000		476,600 (5)	3,763,600	118	
Ortega	3,560,000	3,382,000	3,382,000		-	3,382,000	130,251	-
Park	1,310,000	1,310,000	1,244,500		65,500 (5)	1,310,000		
Parkside	2,880,000	3,236,000	3,236,000		-	3,236,000	89,595	
Potrero	4,230,000	3,968,500	3,968,500		-	3,968,500	235,368	27,885
Presidio	1,530,000	1,530,000	1,453,500		76,500 (5)	1,530,000	474,452	3,570
Richmond	7,630,000	11,615,000	1,147,606	5,485,036	4,982,358 (2,8)	11,615,000	1,715,798	4,368
Sunset	1,490,000	1,510,000	1,425,500		84,500 (4,5)	1,510,000	1,339,445	3,382
West Portal	4,110,000	4,574,500	4,574,500		-	4,574,500	4,408,099	64,673
Western Addition	3,430,000	4,275,500	3,278,500	-	997,000 (4,5,7)	4,275,500	3,242,101	2,475,928
SUBTOTAL	*74,000,000*	*79,081,066*	*66,905,072*	*5,485,036*	*6,690,958*	*79,081,066*	*24,145,651*	*2,630,276*
Program-Wide Services & Costs								
Library Program Costs	800,000	800,000	800,000			800,000	601,980	(108,876)
Program Consultants	750,000	750,000	750,000			750,000	720,799	53,461
City Program Management	3,600,000	4,900,000	4,900,000			4,900,000	2,328,078	53,106
Real Estate Dept	120,000	235,281	235,281			235,281	235,281	
Art Enrichment Program		362,000	292,000		70,000 (7)	362,000	227,729	767
Moving & Interim Services	4,360,000	811,752	711,752		100,000 (7)	811,752	454,420	
Furniture & Equipment Reserv	15,000,000	16,000,000	-	759,170	15,240,830 (3)	16,000,000		
Bond Financing Costs	1,500,000	1,000,000	1,000,000			1,000,000	344,227	
Program Reserve	1,675,000	1,589,946	192,724		1,397,222 (3,8)	1,589,946		
SUBTOTAL	*27,805,000*	*26,448,979*	*8,881,757*	*759,170*	*16,808,052*	*26,448,979*	*4,912,514*	*(1,542)*
TOTAL	**133,265,000**	**140,927,607**	**105,865,000**	**9,710,784**	**25,351,823**	**140,927,607**	**53,161,755**	**3,865,482**

(1) Prop. 14 State Grants ($9,710,784)
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends of the Library ($16,000,000)
(4) Library Preservation Fund appropriated FY 03/04 ($500,000)
(5) Bond Interest proceeds ($1,673,481)
(6) Rents received ($128,342)
(7) Library Preservation Fund appropriated FY 05/06 ($650,000)
(8) Library Preservation Fund appropriated FY 06/07 ($4,000,000)

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
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SF
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approved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, November 16, 2006
(As approved at the regular meeting of January 18, 2007.)

The San Francisco Public Library Commission held a regular meeting on Thursday, November 16, 2006 in the Koret Auditorium, Main Library.

The meeting was called to order by Vice President Coulter at 4:08 pm.

Commissioners present: Chin, Coulter, Kane and Munson. Commissioner Higueras was expected. Commissioners Bautista and Gomez were excused.

AGENDA ITEM #1: PUBLIC COMMENT

An anonymous citizen recalled an incident at a commission meeting 17 years ago when he claimed Commissioner Coulter taunted him by asking him if he was having fun several times. He said Commissioner Coulter later used the phrase "get a life." In closing he asked the Commission if they were having fun.

Peter Warfield said last June the BOS Finance Committee allocated $480,000 for more branches to be open on Sundays. The funding was put on reserve pending a plan for additional branch hours on Sundays. He asked for the status of the plan.

John McAbee, member of the Board of Directors of the Friends, announced that there will be a reception tomorrow evening at the Friends office to celebrate the 10th anniversary of the African America Center in the Main. Book Bay at Fort Mason will move to a new larger space close to the space it currently occupies. The annual "Writers Remembered" event will be held in the Koret Auditorium on January 27th. He thanked commissioners for their hard work.

Donna Bero, Executive Director of Friends of the Library, reported that they have received $500,000 grant from the David B Gold Foundation for five of the branches in the BLIP campaign. They also recently received a $50,000 gift from Grace and Steven Voorhis, neighbors in the West Portal area.

Ellen Egbert said she was disappointed that some commissioners had not been to the Excelsior Library until the last Commission meeting. She urged

Commissioners to visit all the branches to see them before and after BLIP renovations.

Commissioner Higueras arrived at 4:19 pm.

AGENDA ITEM #2: APPROVAL OF MINUTES OF OCTOBER 19, 2006

Public Comment:
An anonymous citizen said the minutes show the presence of a new hand and that they did contain a summary of what people said at the meeting. He said that the Commission would no doubt have a future meeting without legal notice to discuss the policy of minutes. He said the minutes misrepresented all the speaker comments under the public comment section. He said that Demece Garepis, a donor, said that the Bernal preschool was going into Paul Revere School where it belonged. He recalled that Denise Shucks spoke carefully about two incidents involving library security officers. He said that she witnessed security hasseling a patron trying to leave and that she recounted an experience when Security told a child that he was too young to come to the Library. He said the minutes should have included that the City Librarian said he would look into both matters.

Peter Warfield said that he has been spending several months trying to track down simple facts about the Library's policies and practices regarding the purchase of out of print books and materials and the monitoring of books that are missing or leave the collection. He said the Library's statements on these issues have been contradictory. He proposed that his public comment in Agenda Item #1 be changed to "...questioned how reliable the Library statements are regarding purchasing of out of print materials."

Commissioner Higueras asked that Peter Warfield's comments be amended in these minutes. Commissioner Coulter suggested that these minutes were one end of brevity and future minutes could be expanded a bit to capture more sense of discussion.

MOTION: by Commissioner Chin, 2nd by Commissioner Coulter for approval of the minutes of November September 21, 2006 as amended.

Action: 5-0 AYE (Chin, Coulter, Higueras, Munson and Kane)

AGENDA ITEM #3: EUREKA VALLEY LIBRARY PEER REVIEW
Marilyn Thompson reported that the total project budget for the branch is $4.3 million of which $3million is the construction budget. The current building is approximately 5,500 sq' and it will have an 800 sq' expansion. There will be a 12% increase in shelf space.

Philip Sowers, DPW senior architect, presented the schematic design plan for the branch.

Project goals include seismic strengthening, ADA accessibility improvements, improved restrooms, enhance aesthetics and functionality, increase space for collections and programs, improved ventilation and energy efficiencies, and incorporate green/sustainable design technologies.

Mr. Sowers reported that there have been three community meetings to discuss schematic design and to determine what the neighborhood wants to see in the renovated branch. He highlighted many of the outstanding existing features of the branch and he presented the proposed design plan and furniture layout. He reviewed the lighting, roof, window, elevation, and interior improvement plans.

Brian Bannon, Chief of Branches, commented on the schematic designs discussed at the branch staff level. He said that proposed enhanced exhibit space was highly desirable and program space is flexible throughout the branch with the introduction of moveable furniture. Distinct teen and children's spaces have been established in the current schematic design. The service desk and work room work well in the proposed locations and provide sight lines to the patio area. He felt that this design works well for future public service demands.

Marilyn Thompson introduced peer panelists Bonnie Bridges, Boor Bridges Architecture; Donald Cremers, SMWM; and Gerald Takano, TBA West, Inc. Bonnie Bridges said that she felt the design of the branch was well done and took into consideration the comments of community. She said the high and low ceiling spaces and their lines of influence have been addressed in the design and that they should be responded to further as the finishes and lighting are developed. She suggested that there is an outdoor space possibility with the southern patio space but there would need to be some solutions to potential security problems. She suggested that a door could be added to the staff room to enable staff response to an emergency in the patio and that a community room could be added to the southern portion of the property if funds ever became available.

Donald Cremers said the panelists were all in agreement that the outdoor access from the children's area was highly desirable. The existing garden area should be opened up to bring the patio and walkway together. Flooring elements and patterns could be introduced to emphasize the higher and lower ceiling areas. He commended the design team on the addition of the wood ceiling, pendant light fixtures and the overall design.

Gerald Takano said the peer review team worked under certain assumptions that were important: this was a schematic review only and there was not enough information to review the actual costs of the project; that the programmatic and schematic design had staff and community input; and that a proposed GLBT museum would not have an impact on what the team was reviewing. He said that this building was designed by Appleton and Wolford and built in 1961 and stated the team felt the current design respected the modernistic style of the building. He encouraged use of movable furniture and said there are great possibilities for future expansion in the patio and rear walkway areas. He advised the Commission to carefully review program and construction costs.

Marilyn Thompson thanked the panelists for sharing their design expertise to ensure that design excellence continues to be an integral part of the bond program.

Public Comment

Anonymous citizen said the agenda did not include any mention of the program notes from the community meetings that are available in the rear of the auditorium. The agenda did not list the names or credentials of the peer review panelists. He said that in a prior schematic design (Scheme A) there was a dramatic increase in adult seating and a more modest increase in adult book space. Today's schematic design increases the teen area at the expense of the children's and adult areas. The patio area is the key feature of the branch and is ambiguous in its current condition. He said the current walkway does not look like it is being maintained by DPW.

Jim Buckley expressed concern about how cold it will be when sitting near the north windows and suggested improved lighting on the roof soffit on the Prosper St side of the building since it is very dark at night. He said he wanted no changes to the path near the courtyard.

Peter Warfield said it would have been useful if he received all of the materials that were available at the meeting in advance. He would have liked to have seen Mr. Sowers' program notes to see what program objectives were given to the architect. He said that the library is making policy changes through design and cited that there was no adult reference desk resulting in a reduction of librarians. He said that self check out machines, pc's, and adult media present as you enter the branch are not the correct message that the library should be providing. He liked to know more about how green the building is and why the parking is retained in a city that encourages public transit. He questioned if the parking lot has been considered for some other use. He said he heard nothing today about the program requirements for books and seating.

Robin Lewis, Eureka Valley patron, said she was appreciative that she was able to be part of the community meeting process and was thankful that alternatives for lighting were being considered.

In response to a question from Commissioner Coulter on floor finishes, Mr. Cremers stated that the panelists were not in favor of distinct floor patterns to establish specific areas such as teen or children's sections but rather that that moveable furniture and equipment should be used to establish distinct areas and allow for future flexibility to meet program needs. Commissioners Coulter and Higueras expressed concern for safety and security in the rear patio and walkway. Brain Bannon responded that the area will be very visible from the new staff room but said that he and branch staff will work with the project architects *for security enhancements to the patio and walkway areas. In response to a question from Commissioner Chin, Mr. Herrera said that the City's Department of the Environment will handle disposition of existing furniture. Patio access from the children's section will be explored further by the branch staff and project architects. Commissioner Higueras asked for a prominent separation of the public restrooms and the children's area. Philip Sowers reviewed the methods of seismic strengthening that will be used and noted that the Buffano artwork will remain in its current location. Commissioner Kane commented that he thought it was a good not to have patio access directly from the children's section and reported he knew several branch patrons who are thankful that parking is available at the branch. Brian Bannon explained reasons for placement of public computers, self checkout units, new books and media collections.*

Luis Herrera thanked Supervisor Bevan Dufty for his support of this project and noted the presence in the audience of Rachelle McManus from Supervisor Dufty's office.

Commissioner Coulter departed at 5:45 pm.

AGENDA ITEM #4: BOND PROGRAM MANAGER REPORT
Marilyn Thompson, Bond Program Manager, updated the Commission on Budget, Schedule, Active Projects, Construction and Community Outreach (copies attached.)

Ms Thompson noted that only one bid was received for Richmond Branch renovation. The current budget is $7.1 million and the bid was $9.985 million. By rejecting the bid and releasing the subcontractors, the City has the option to negotiate on the cost without changing the scope of work. The bid is being evaluated as well as the estimate to understand more fully what differences exist. Even if the negotiation process does not yield a bid that the Library can afford, project management staff will have a better understanding of the pricing and clarity on how to revise the scope of the project if necessary.

Public Comment
Anonymous citizen said that there was no rainy season report and the rainy season looked problematic from the slide shown of Noe Valley Branch. He said it would be helpful to hear from the staff that BLIP is prepared for the rainy season. He said he hoped the report on the cost of Richmond Branch renovations sent a chill down everyone's spine. He said it should give serious pause that out of fourteen possible contractors only one submitted a bid. He said reduction of the scope of the project would be a betrayal to the citizens.

Peter Warfield said he would like to see presentation material in advance and thanked Marilyn Thomson for the legible program statistics on the furniture layout sheet. He thanked the Commission President for addressing computer locations, rationale for self check, reference questions and media versus books when discussing Eureka Valley Branch during the peer review process. He said he would like to hear more about how "green" the buildings are becoming and asked what the Library's policy and efforts are to make branches "green." He asked if it is the program of the Library to cut staff by getting rid of reference desks and adding self checkout machines.

In response to a question by Commissioner Kane, Marilyn Thompson stated that the number of bidders has been declining for all City departments, construction costs have escalated and because there was only one bidder the construction cost estimators feel that the estimate could be fifty percent off. Follow up calls will be made to contractors who picked up bid packages but did not submit bids to try to determine how to get greater participation in the bidding process. Ms. Thompson described attempts at resolving complaints from an adjacent neighbor regarding construction issues at West Portal Branch. She said the building envelope could be compromised from a water proofing standpoint since this neighbor has refused to give permission to allow access for applying stucco on a small section of the west exterior wall.

Luis Herrera reported on community outreach to the residents of the Richmond district and the neighborhood library campaign to assure them that the Library is addressing the issues associated with the single bid for Richmond Branch.

AGENDA ITEM #5: ADJOURNMENT

MOTION: by Commissioner Munson, 2nd by Commissioner Chin to adjourn the regular November 2, 2006 Commission meeting.

Action: 4-0 AYE (Chin, Higueras, Kane and Munson)

Meeting adjourned at 6:24 pm.

Richard Walsh, Acting Commission Secretary 11/30/06

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

ATTACHMENTS:
Eureka Valley Schematic Design
Budget reports and Branch Library Summary Schedules

The public comment summary statements included in these minutes are authorized by the San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2006

Item 1:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Mr. Coulter's first open taunting of me was "Are you having fun?" No one thought that seventeen years later I would be throwing the same taunt back at him.

The taunt changed to 'Get a life.' which is both the same and different.

A Leonard Cohen song contains, "They sentenced me to twenty years of boredom for trying to change the system from within.' If that is what 'get a life' means, Mr. Coulter has a point.

A complete reversal would have someone new like Commissioner Munson asking Mr. Coulter if he is having fun. Mr. Coulter has now been coming to these meetings as long as I had then, and if it is a waste of a life, he has wasted his life.

Experience teaches us all something.

'Are you having fun?'"

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2006

Item 2:
Approval of the Minutes: October 19, 2006

"Stop the Corporate Rape of the Public Library! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

These minutes show the presence of a new hand. The minutes fluctuate in cycles. I am sure you will have another policy discussion without proper notice.

Each of the four people who spoke under public comment were misrepresented.

Ms. Garepis talked about being a donor and Paul Revere School being the proper site for the preschool. By selecting non-representative examples, you transformed her from an opponent to a supporter of the preschool.

Ms. Shucks spoke carefully of two incidents involving the security guards. One involved hassling someone, and the other was a child who was told incorrectly that she was too young to be in the library. The City Librarian said he took these issues very seriously and would look into them.

This should have been in the minutes."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2006

Item 3:
Eureka Valley Library Peer Review

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

There are explanatory documents for this item, but there are no explanatory documents listed on the agenda. There is also nothing about the credentials of the persons on the peer review panel although I mention it every time.

There is a 'Scheme A' that was presented to a community meeting. A comparison reveals a dramatic increase in adult seating and an increase in book space and the present scheme is markedly reduced. There is no record of the community's advocacy for this or what gains were made to offset that sacrifice.

The patio area is ambiguous and there is no indication of how that problem will be solved. It is not clear that the idyllic pathway belongs to the library."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2006

Item 4:
Bond Program Manager's Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

The concept of 'natural linoleum' seems like a strange oxymoron.

We didn't get a rainy season report. We have had issues with projects where contractors were late preparing for the rainy season and there were charges and counter-charges back and forth.

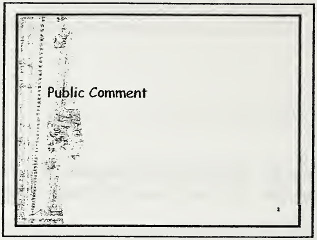
This looks problematic with respect to the slide of Noe Valley. It would be nice to be reassured by the staff that we are prepared for the rainy season.

The discussion of Richmond sent a chill down all of our spines. We had fourteen contractors involved in a preliminary stage and ended up with one bidder. It looks like very nearly 50% over budget. Does this reflect the future scope of being overbudget?

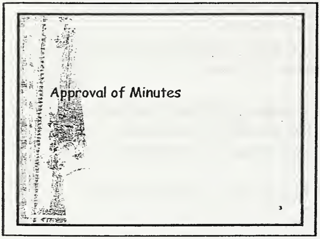
The option of 'reducing the scope of the project' will be regard as a betrayal to the citizens."

Library Commission

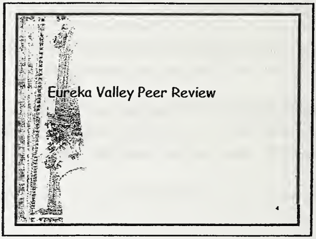
November 16, 2006



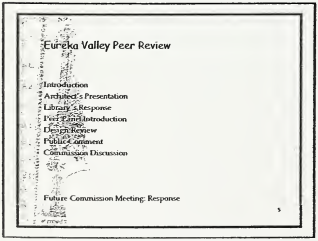
Public Comment



Approval of Minutes



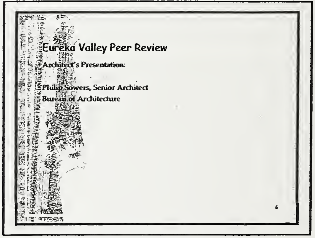
Eureka Valley Peer Review



Eureka Valley Peer Review

Introduction
Architect's Presentation
Library's Response
Peer Panel Introduction
Design Review
Public Comment
Commission Discussion

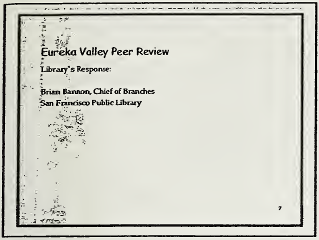
Future Commission Meeting: Response



Eureka Valley Peer Review

Architect's Presentation:

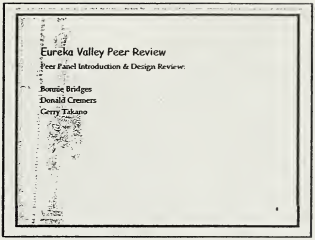
Philip Sowers, Senior Architect
Bureau of Architecture



Eureka Valley Peer Review

Library's Response:

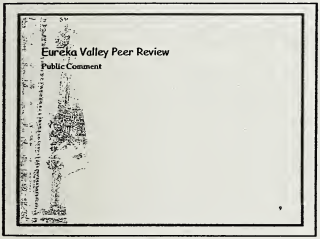
Brian Bannon, Chief of Branches
San Francisco Public Library



Eureka Valley Peer Review

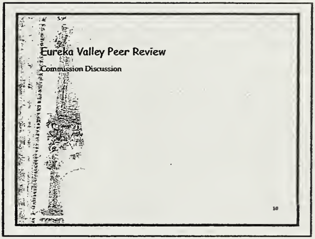
Peer Panel Introduction & Design Review:

Bonnie Bridges
Donald Cremers
Gerry Takano



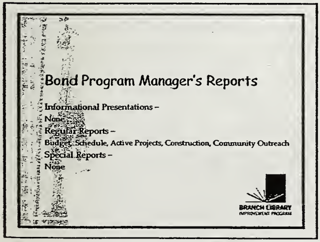
Eureka Valley Peer Review

Public Comment



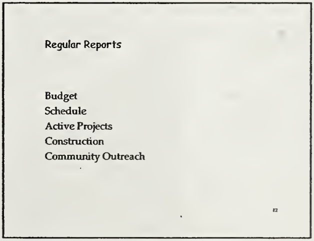
Eureka Valley Peer Review

Commission Discussion



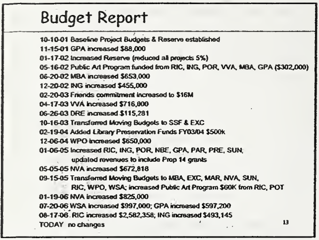
Bond Program Manager's Reports

Informational Presentations –
None
Regular Reports –
Budget, Schedule, Active Projects, Construction, Community Outreach
Special Reports –
None



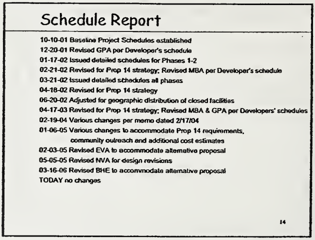
Regular Reports

Budget
Schedule
Active Projects
Construction
Community Outreach



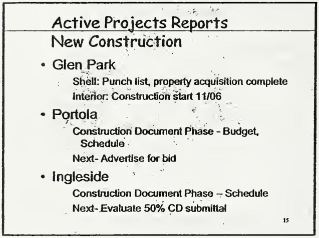
Budget Report

10-10-01 Baseline Project Budgets & Reserve established
11-15-01 GPA increased $88,000
01-17-02 Increased Reserve (reduced all projects 5%)
05-16-02 Public Art Program funded from RIC, ING, POR, VVA, MBA, GPA ($302,000)
06-20-02 MBA increased $653,000
12-20-02 ING increased $455,000
02-20-03 Friends commitment increased to $16M
04-17-03 VVA increased $716,000
06-26-03 DRE increased $115,281
10-16-03 Transferred Moving Budgets to SSF & EXC
02-19-04 Added Library Preservation Funds FY03/04 $500k
12-06-04 WPO increased $650,000
01-06-05 Increased RIC, ING, POR, NBE, GPA, PAR, PRE, SUN,
updated revenues to include Prop 14 grants
05-05-05 NVA increased $672,818
09-15-05 Transferred Moving Budgets to MBA, EXC, MAR, NVA, SUN,
RIC, WPO, WSA; increased Public Art Program $60K from RIC, POT
01-19-06 NVA increased $825,000
07-20-06 WSA increased $997,000; GPA increased $597,200
08-17-06 RIC increased $2,582,358; ING increased $493,145
TODAY no changes



Schedule Report

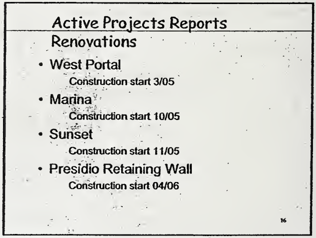
10-10-01 Baseline Project Schedules established
12-20-01 Revised GPA per Developer's schedule
01-17-02 Issued detailed schedules for Phases 1-2
02-21-02 Revised for Prop 14 strategy; Revised MBA per Developer's schedule
03-21-02 Issued detailed schedules all phases
04-18-02 Revised for Prop 14 strategy
06-20-02 Adjusted for geographic distribution of closed facilities
04-17-03 Revised for Prop 14 strategy; Revised MBA & GPA per Developers' schedules
02-19-04 Various changes per memo dated 2/17/04
01-06-05 Various changes to accommodate Prop 14 requirements,
community outreach and additional cost estimates
02-03-05 Revised EVA to accommodate alternative proposal
05-05-05 Revised NVA for design revisions
03-16-06 Revised BHE to accommodate alternative proposal
TODAY no changes



Active Projects Reports

New Construction

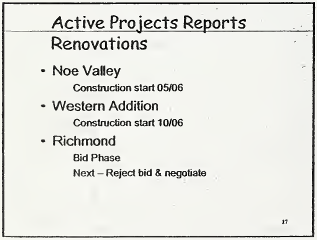
- Glen Park
  Shell: Punch list, property acquisition complete
  Interior: Construction start 11/06
- Portola
  Construction Document Phase - Budget, Schedule
  Next- Advertise for bid
- Ingleside
  Construction Document Phase – Schedule
  Next- Evaluate 50% CD submittal



Active Projects Reports

Renovations

- West Portal
  Construction start 3/05
- Marina
  Construction start 10/05
- Sunset
  Construction start 11/05
- Presidio Retaining Wall
  Construction start 04/06



Active Projects Reports

Renovations

- Noe Valley
  Construction start 05/06
- Western Addition
  Construction start 10/06
- Richmond
  Bid Phase
  Next – Reject bid & negotiate

Active Projects Reports

Renovations

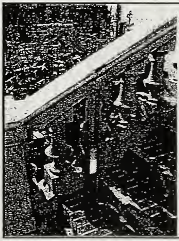
- Bernal Heights
  Design Development Phase - Schedule
  Next –Civic Design Review
- Potrero
  Design Development Phase - Schedule
  Next – Geotechnical Testing
- Eureka Valley
  Schematic Design Phase - Schedule
  Next – Civic Design Review
- Merced
  Conceptual Design Phase - Schedule

Construction Reports

- Mission Bay
- Presidio Retaining Wall
- Sunset
- West Portal
- Marina
- Glen Park
- Noe Valley
- Western Addition

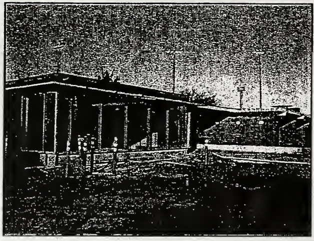
West Portal

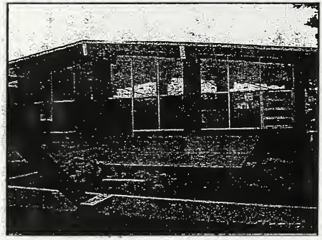
SAN FRANCISC
WEST PO
West Portal

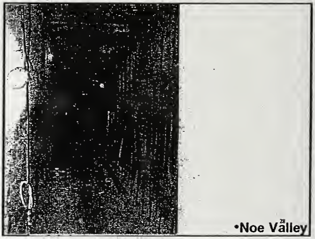


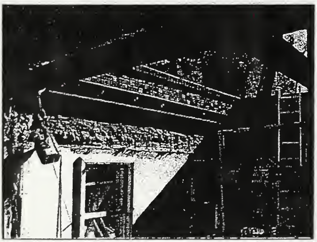
•West Portal

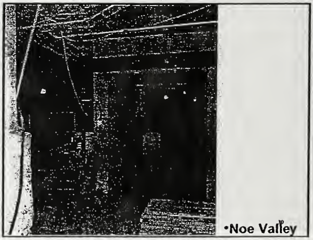
SAN FRANCISCO PUBLIC LIBRARY
WEST PORTAL BRANCH
•W

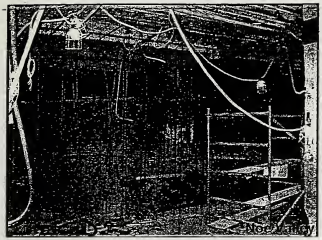




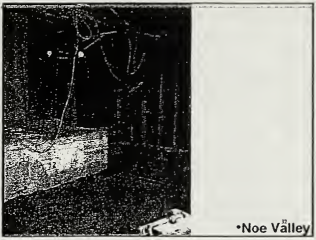

•Noe Valley



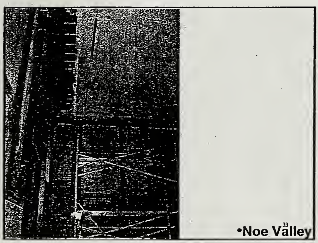

•Noe Valley



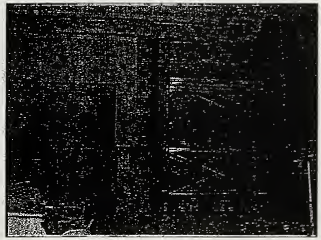
•Noe Valley

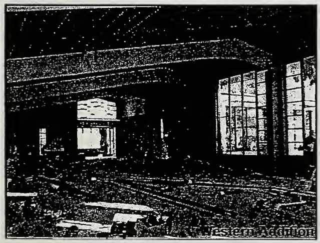


•Noe Valley

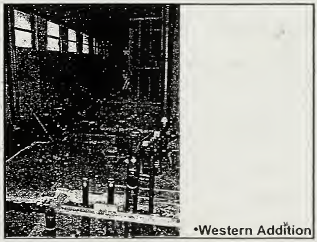


•Noe Valley



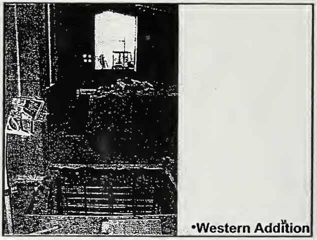


•Western Addition

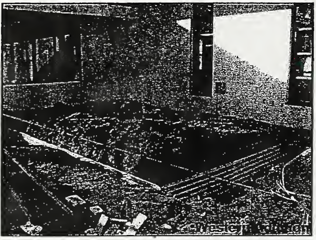


•Western Addition

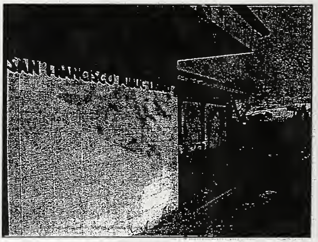
Western Addition



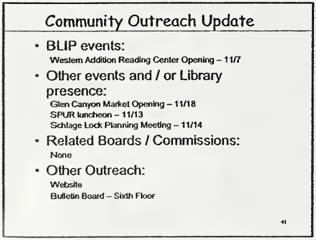
•Western Addition



Western Addition

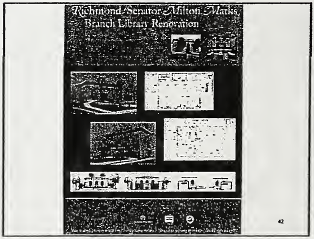


SAN FRANCISCO

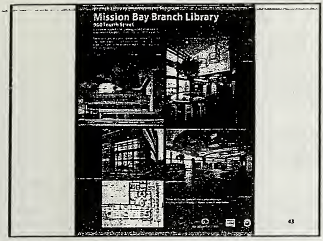


Community Outreach Update

- BLIP events:
  - Western Addition Reading Center Opening – 11/7
- Other events and / or Library presence:
  - Glen Canyon Market Opening – 11/18
  - SPUR luncheon – 11/13
  - Schlage Lock Planning Meeting – 11/14
- Related Boards / Commissions:
  - None
- Other Outreach:
  - Website
  - Bulletin Board – Sixth Floor



Richmond/Senator Milton Marks Branch Library Renovation



Mission Bay Branch Library

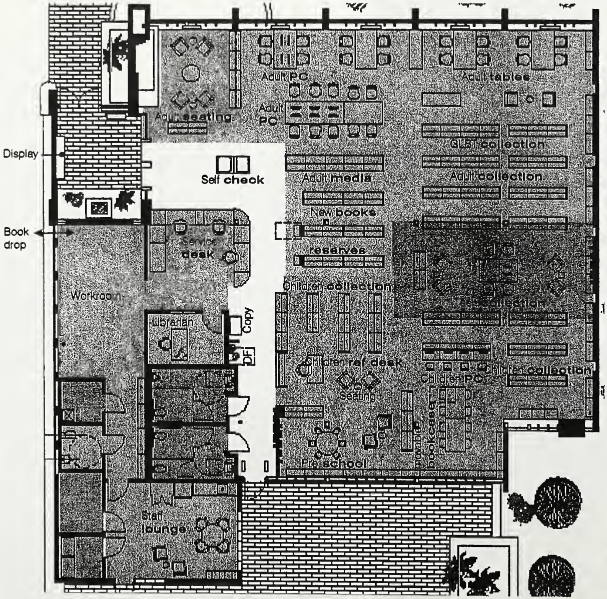
960 Fourth Street

Bond Program Manager's Reports

BRANCH LIBRARY
IMPROVEMENT PROGRAM

Adjournment

New Furniture Layout


Display
Book drop
Adult PC
Adult PC
Adult seating
Adult tables
GLBT collection
Adult collection
Self check
Adult media
New books
reserves
Service desk
Children collection
Teen collection
Workroom
Librarian
Copy
DF
Children ref desk
Seating
Children PC
Children collection
Pre school
movable bookcase
Staff lounge

Legend

- ⬜ Circulation
- ▨ Adult collection
- ▨ Teen collection
- ▨ Children collection
- ▨ Staff area
- ▨ Service area

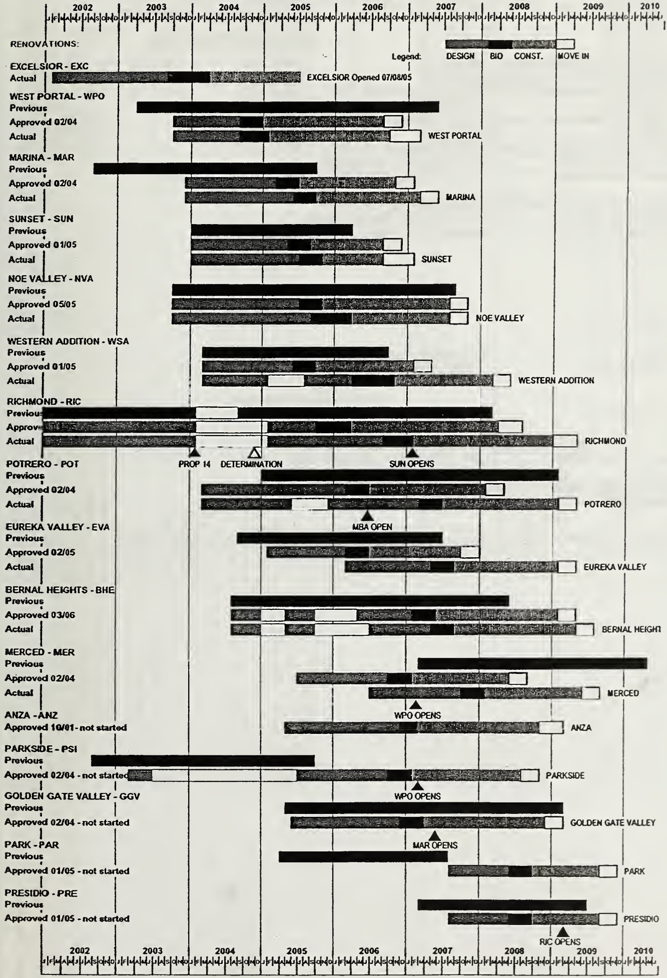
Library Program

	Existing	Schematic
1.0 Books/Media	2386 Total	2679 Total
1.1 Adults	1558 LF	1701 LF
1.2 Teens	120 LF	324 LF
1.3 Children	708 LF	654 LF
2.0 PC's	6 Total	16 Total
1.1 Adults	6	10
1.2 Teens	0	2
1.3 Children	0	4
3.0 Seating	54 Total	65 Total
1.1 Adults	32	32
1.2 Teens	0	8
1.3 Children	22	25

Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

Presented at Commission Meeting November 16, 2006



Branch Library Improvement Program - Current Schedule Report

Last Approved March 16, 2006

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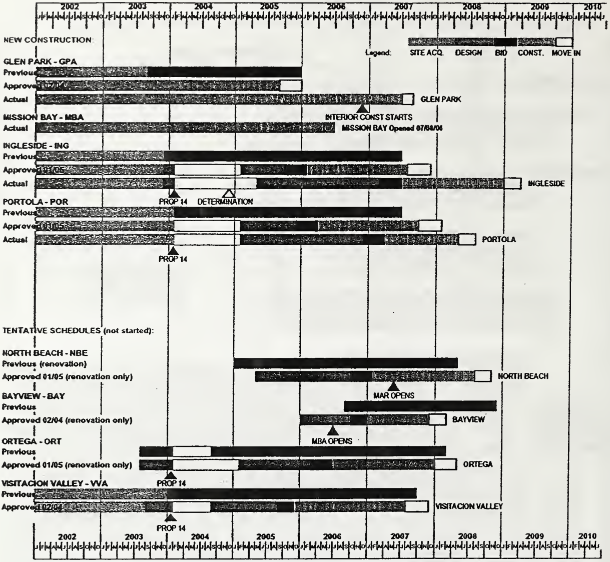
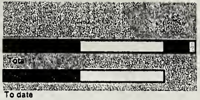
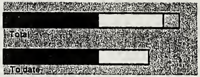
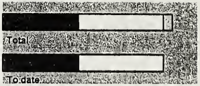
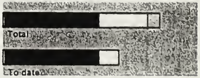
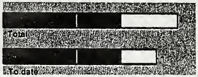
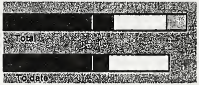
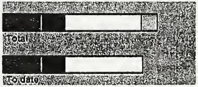
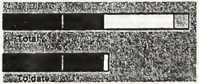


Branch	Contacts	Statistics	Activities	Schedule
Glen Park Branch **Market Place/Shell** **Library/Interior** 2825 Diamond Street	**District/Supervisor:** 8 / Dufty **Architect:** Sternberg Benjamin (shell) Tom Eliot Fisch (interior) Bureau of Architecture (interior) **Contractor/Developer (shell):** Diamond LLC **Contractor (interior):** Cooper Pugeda Management Inc.	**Purchase Price:** $3,361,000 **Est'd Completion of Shell:** 9/25/06 **Award (Interior):** $1,202,000 **Change Orders:** $0 **Total Contract:** $1,202,000 **Payments:** $0 **Duration:** 225 days **Extensions:** 7 days **Total Duration:** 232 days **Substantial:** 5/18/07 **Final Compl:** 7/2/07	NTP 11/13/2006 No change orders pending	 ■ Design ☐ Const ■ Interior Const ☐ Move In
Marina Branch 1890 Chestnut Street	**District/Supervisor:** 2 / Alioto Pier **Architect:** Tom Eliot Fisch / Field Paoli **Contractor:** Trico Construction	**Award:** $2,393,700 **Change Orders:** $227,607 **Total Contract:** $2,621,307 **Payments:** $1,968,791 **Duration:** 425 days **Extensions:** 64 days **Total Duration:** 489 days **Substantial:** 1/2/07 **Final Compl:** 3/3/07	Painting, tiling, fire alarm, light fixture installation Exterior concrete patios poured Change orders pending: Floor levelling $7k; various code, structural and owner requested revisions $23k	 ■ Design ■ Bid ☐ Const ☐ Move In
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Award:** $2,433,636 **Change Orders:** $62,765 **Total Contract:** $2,488,580 **Payments:** $2,488,580 **Duration:** 698 days **Extensions:** 146 days **Total Duration:** 844 days **Substantial:** 3/24/06 **Final Compl:** 7/1/06	Opened to the public 7/8/06 Punchlist complete Final payment approved	 ■ Design ☐ Const ☐ Move In
Noe Valley Branch 451 Jersey Street	**District/Supervisor:** 8 / Dufty **Architect:** Carey & Co., Inc. **Contractor:** LC General Engineering & Const., Inc.	**Award:** $3,770,000 **Change Orders:** $0 **Total Contract:** $3,770,000 **Payments:** $807,030 **Duration:** 485 days **Extensions:** 0 days **Total Duration:** 485 days **Substantial:** 7/4/07 **Final Compl:** 9/2/07	Shoring & rebar complete, pit #2 Installation of steel columns Forms, rebar, reinforcement plates for shear walls, & shoring (pour #3 completed) Change orders pending: Soil grouting at underpinning $7.5k; drinking fountain $3k	 ■ Design ■ Bid ☐ Const ☐ Move In

Branch	Contacts	Statistics		Activities	Schedule
Presidio Branch 3150 Sacramento Street	**District/Supervisor:** 2 / Alioto-Pier **Engineer:** DPW **Contractor:** Valentine Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	$204,566 $77,582 $282,148 $36,450 105 days 123 days 228 days 11/23/06 12/8/06	Shotcrete placement Placing galvanized angle irons for future fence This contract is only for retaining wall repairs No change orders pending	 ■ Design ■ Bid ☐ Const
Sunset Branch 1305 18th Avenue	**District/Supervisor:** 5 / Mirkarimi **Architect:** Fougeron Architecture **Contractor:** Cooper Pugeda Management	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	$796,888 $234,536 $1,031,424 $842,565 300 days 21 days 321 days 7/16/06 10/6/06	Curb ramps completed Shelving installation to begin 11/20 Punch list work No change orders pending	 ■ Design ■ Bid ☐ Const ☐ Move In
West Portal Branch 900 Ulloa Street	**District/Supervisor:** 7 / Elsbernd **Architect:** Thomas Hacker Architects **Contractor:** MH Construction	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	$2,980,000 $296,813 $3,276,813 $3,037,700 460 days 118 days 578 days 8/7/06 10/6/06	Elevator certified Woodwork refinishing complete Flooring complete Steel shelving 90% complete Planting and site clean up in progress Change orders pending: Misc. revisions $9k	 ■ Design ■ Bid ☐ Const ☐ Move In
Western Addition Branch 1550 Scott Street	**District/Supervisor:** 5 / Mirkarimi **Architect:** Bureau of Architecture **Contractor:** CDX Builders Inc.	**Award:** **Change Orders:** **Total Contract:** **Payments:** **Duration:** **Extensions:** **Total Duration:** **Substantial:** **Final Compl:**	$2,457,800 $0 $2,457,800 $0 425 days 0 days 425 days 10/15/07 12/14/07	Demolition and utility excavation Landscape demo completed; trees transplanted Termite inspection report (allowance) No change orders pending	 ■ Design ■ Bid ☐ Const ☐ Move In

November 16, 2006

	BUDGET		REVENUE FUND STRATEGY				EXPENDITURES/ENCUMBRANCES	
Branch	Baseline Budget (10/01)	Approved Budget (07/06)	City Prop. A Bonds	State Prop. 14 Grants	Other Funds	Total All Sources	Actual 31-Oct-06 B	New This Month
Site Acquisitions & New Construction								
Glen Park	4,570,000	5,478,200	4,681,000		797,200 (5,8)	5,478,200	4,587,495	1,202,167
Ingleside	4,570,000	6,245,000	2,285,277	3,466,578	493,145 (8)	6,245,000	2,629,762	195
Mission Bay	3,350,000	3,967,000	3,963,394		3,606 (4)	3,967,000	3,782,628	4,423
Portola	4,570,000	4,818,520	4,388,000		430,520 (5)	4,818,520	1,911,130	29,963
Visitacion Valley	5,320,000	5,942,500	5,884,500		58,000 (6)	5,942,500	2,342,073	-
Support Services	9,080,000	8,946,342	8,876,000		70,342 (6)	8,946,342	8,850,502	-
SUBTOTAL	*31,460,000*	*35,397,562*	*30,078,171*	*3,466,578*	*1,852,813*	*35,397,562*	*24,103,590*	*1,236,748*
Renovations								
Anza	4,740,000	4,503,000	4,503,000		-	4,503,000	9,867	
Bayview	3,820,000	3,629,000	3,629,000		-	3,629,000	18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		-	5,082,500	345,512	4,826
Eureka Valley	4,580,000	4,351,000	4,351,000		-	4,351,000	165,366	13,022
Excelsior	3,820,000	3,655,648	3,655,648		-	3,655,648	3,579,210	4,458
Golden Gate Valley	5,340,000	5,073,000	5,073,000		-	5,073,000		
Marina	4,110,000	3,924,500	3,924,500		-	3,924,500	3,527,236	3,824
Merced	4,200,000	3,990,000	3,990,000		-	3,990,000	38,091	5,020
Noe Valley	4,410,000	5,707,318	5,698,818		8,500 (4)	5,707,318	4,826,452	19,320
North Beach	3,460,000	3,763,600	3,287,000		476,600 (5)	3,763,600	118	
Ortega	3,660,000	3,382,000	3,382,000		-	3,382,000	130,251	-
Park	1,310,000	1,310,000	1,244,500		65,500 (5)	1,310,000		
Parkside	2,880,000	3,236,000	3,236,000		-	3,236,000	89,595	
Potrero	4,230,000	3,968,500	3,968,500		-	3,968,500	235,368	27,885
Presidio	1,530,000	1,530,000	1,453,500		76,500 (5)	1,530,000	474,452	3,570
Richmond	7,630,000	11,615,000	1,147,606	5,485,036	4,982,358 (2,8)	11,615,000	1,715,798	4,368
Sunset	1,490,000	1,510,000	1,425,500		84,500 (4,5)	1,510,000	1,339,445	3,382
West Portal	4,110,000	4,574,500	4,574,500		-	4,574,500	4,408,099	64,673
Western Addition	3,430,000	4,275,500	3,278,500	-	997,000 (4,5,7)	4,275,500	3,242,101	2,475,928
SUBTOTAL	*74,000,000*	*79,081,066*	*66,905,072*	*5,485,036*	*6,690,958*	*79,081,066*	*24,145,651*	*2,630,276*
Program-Wide Services & Costs								
Library Program Costs	800,000	800,000	800,000			800,000	601,980	(108,876)
Program Consultants	750,000	750,000	750,000			750,000	720,799	53,461
City Program Management	3,600,000	4,900,000	4,900,000			4,900,000	2,328,078	53,106
Real Estate Dept	120,000	235,281	235,281			235,281	235,281	
Art Enrichment Program		362,000	292,000		70,000 (7)	362,000	227,729	767
Moving & Interim Services	4,360,000	811,752	711,752		100,000 (7)	811,752	454,420	
Furniture & Equipment Reserv	15,000,000	16,000,000	-	759,170	15,240,830 (3)	16,000,000		
Bond Financing Costs	1,500,000	1,000,000	1,000,000			1,000,000	344,227	
Program Reserve	1,675,000	1,589,946	192,724		1,397,222 (3,8)	1,589,946		
SUBTOTAL	*27,805,000*	*26,448,979*	*8,881,757*	*759,170*	*16,808,052*	*26,448,979*	*4,912,514*	*(1,542)*
TOTAL	**133,265,000**	**140,927,607**	**105,865,000**	**9,710,784**	**25,351,823**	**140,927,607**	**53,161,755**	**3,865,482**

(1) Prop. 14 State Grants ($9,710,784)
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000)
(3) Private donations from Friends of the Library ($16,000,000)
(4) Library Preservation Fund appropriated FY 03/04 ($500,000)
(5) Bond interest proceeds ($1,673,481)
(6) Rents received ($128,342)
(7) Library Preservation Fund appropriated FY 05/06 ($650,000)
(8) Library Preservation Fund appropriated FY 06/07 ($4,000,000)

San Francisco Public Library

DOCUMENTS DEPT.
MAY 30 2007
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, December 7, 2006
TIME: 4:00 p.m.
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. RECOGNITION OF FY 2005/2006 LIBRARY STAFF RETIREES

Presentation of certificates of appreciation to FY 2005/2006 library staff retirees. DISCUSSION

2. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

3. APPROVAL OF THE MINUTES ACTION

Presentation, discussion, and possible action to approve the minutes of the regular Library Commission meeting of November 2, 2006.

Explanatory document: minutes

4. CITY LIBRARIAN'S REPORT by City Librarian Luis Herrera DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)

The City Librarian will report on the following topics: public instruction programs offered at the library; opening of Western Addition Reading Center and Presidio International Center; update on acquisitions process for new books and out of print materials; press release regarding Library's public safety initiative; and highlights on exhibitions and programs.

5. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.).

6. LIBRARY COMMISSION 2007 MEETING SCHEDULE ACTION

Presentation, discussion, and possible action to approve a proposed schedule for regular Public Library Commission meetings during 2007.

Explanatory Document: draft 2007 Library Commission meetings schedule

7. AMENDMENT TO BYLAWS ACTION

Amending Library Commission Bylaws, Article III, Section 6 to conform to the Attendance Policy adopted at the Library Commission meeting held on November 16, 2006.

Explanatory Document: Library Commission Bylaws

8. PUBLIC EMPLOYEE APPOINTMENT- ACTION
Secretary, Library Commission

Open Session:
Public Comment (on all matters pertaining to the closed session)

Vote on whether to hold closed session pursuant to California Government Code Section 54957(b) (1) and San Francisco Administrative Code Section 67.10(b) - Personnel Matter-Public Employee appointment-Secretary, Library Commission

Closed Session:
PUBLIC EMPLOYEE APPOINTMENT- Secretary, Library Commission
Discussion and possible action

Reconvene in open Session:
a) Vote whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)).

b) Disclosure of action taken in closed session.

9. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. ADJOURNMENT (requires motion and public comment) ACTION

R. Walsh, Acting Secretary. 11/27/06

Explanatory documents. Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67 28(b)& 67.28(d)

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DRAFT minutes of the regular meeting of Thursday, December 7, 2006

The San Francisco Public Library Commission held a regular meeting on Thursday, December 7, 2006, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:11 PM.

Commissioners present: Chin, Gomez, Higueras, Kane, and Munson. Commissioners Bautista and Coulter were excused.

AGENDA ITEM #1: RECOGNITION OF FY 2005/2006 LIBRARY STAFF RETIREES

City Librarian Luis Herrera announced initiation of an annual program to honor library staff who retire. He welcomed Johanna Zea, librarian retiring with 23 years of service, and Ruth Maginnis, librarian retiring with 41 years. Ms. Zea and Ms. Maginnis were presented with certificates by President Higueras, and Mr. Herrera commended three additional retirees who were not present at the meeting: Ninfa Espino, Wayne Donica, and Pearline Holmes.

The anonymous citizen expressed appreciation for the retirees' service to the library, particularly Ms. Maginnis whom he noted was commended earlier by the county's board of supervisors.

Peter Warfield stated that staff and materials were the most important aspects of Public Library service. In response to his request, the city librarian read the text of the certificates aloud.

AGENDA ITEM #2: PUBLIC COMMENT

The anonymous citizen recounted the development of his opposition to Friends of the Library. He described virtues in a democracy such as education and the right to dissent, and explained that these were of greater importance than fundraising.

Peter Warfield inquired about $480,000 he stated was held in reserve by the board of supervisors for providing additional open hours at branch facilities on Sundays. He expressed concern regarding the length of time that had passed without a plan being put forward to claim and expend the funding.

AGENDA ITEM #3: APPROVAL OF MINUTES

The anonymous citizen pointed out that the minutes of the commission meeting of Thursday, November 2, 2006, represented an improvement over past minutes but remained imperfect. He disapproved of the physical placement of written comments he had submitted and requested that a note be added to inform readers where his comments were located. He offered several instances in which he felt the minutes could be improved.

Peter Warfield offered clarifications to the comments attributed to him in the minutes of the meeting of October 5, 2006, regarding the city librarian's revised memo on out-of-print materials. He stated his opinion that written citizen statements should be included within the section of the minutes that they dealt with instead of being included at the end.

President Higueras commented that he found the minutes appropriately precise and that individuals seeking greater depth could listen to audiotapes or view DVDs of the meetings.

MOTION: by Commissioner Chin, seconded by Commissioners Gomez and Munson, to approve the minutes of the regular meeting of Thursday, November 2, 2006, as circulated. Approved by the following vote: 5 – 0; Aye: Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #4: CITY LIBRARIAN'S REPORT

Mr. Herrera introduced Deputy City Librarian Jill Bourne who joined San Francisco Public Library staff three and a half weeks ago.

Chief of Main Kathy Lawhun offered an overview of the library's Information Services unit which provides public training in the use of library materials and computers, answers telephones for the entire library system, staffs the information desk, and provides interlibrary loan services.

Ms. Lawhun introduced Charlotte Sanders, librarian from Information Services, who gave a PowerPoint presentation on the Public Library's activities to bridge the digital divide. Ms. Sanders emphasized the importance of providing electronic access to the public in general, and particularly to elders, newcomers, and economically-disadvantaged people. She summarized content of the basic and advanced classes that Information Services offers free of charge to the public, and provided statistics on class attendance.

Mr. Herrera informed commissioners of two significant services being offered during branch renovations, first describing the opening of the Western Addition Reading Center that the library is operating in cooperation with the African American Historical Society. The second service Mr. Herrera described was the International Language Center located in the lower level of Presidio branch which currently offers adult and children's materials in Japanese and will add Russian language materials when Richmond branch closes for renovation.

Mr. Herrera welcomed Chief of Technical Services Pat Fahrenthold who provided a PowerPoint presentation entitled "Acquisition of New Materials" and described the activities of the library's acquisitions unit. Ms. Fahrenthold updated the commissioners on various vendors from which the library purchases materials, and the processes involved in ordering and receiving.

Mr. Herrera offered an overview of library safety and described a recent ABC-7 news segment that focused principally on internet sex sites accessed from libraries in the Bay Area. The city librarian commented that San Francisco Public Library offers unfiltered internet access to library patrons through a policy mandated both by the commission and the board of supervisors. Mr. Herrera emphasized that filtering software regularly blocks access to useful and constitutionally-protected information, and that what San Francisco library staff monitors is not content but inappropriate behavior in the library. Mr. Herrera recalled the conversation he had earlier with the TV correspondent regarding the issue.

The city librarian described a press release entitled "San Francisco Public Library Implements Public Safety Initiative" which detailed a cooperative agreement between the library, health department, and police; new training procedures for library security personnel, including training at the San Francisco Police Academy; redesign of the deployment of security officers at the main and branches; and the hiring of two parttime outreach workers, on contract through the Department of Public Health, to help those library patrons in need of referrals to city services. Mr. Herrera underscored his commitment for the library to provide a safe environment for the public and staff.

Mr. Herrera described upcoming exhibitions and programs at the library, and lauded Director of Operations & Maintenance Roberto Lombardi's leadership in creating Polar Express, a large, functioning, interactive electric train on display outside the Fisher Children's Center.

President Higueras temporarily left the room at 5:00 PM, and Commissioner Chin chaired the meeting until he returned at 5:17 PM.

The anonymous citizen questioned whether libraries should be charged with meeting society's technology needs and expressed concern that this shifted focus away from their primary functions. He lamented that individuals seeking to file lawsuits in federal district court were now required to file electronically, and that paper copies of the PowerPoint presentations that had been presented were not immediately available.

Sue Cauthen, a member of both the library's citizens advisory committee and the sunshine task force, agreed that immediate availability of paper copies of the PowerPoint presentations would be useful. She requested that copies of the press release that had been described also be made available.

Jack Coll, retired librarian, informed the commission of a major donation of historical photographs relating to San Francisco transit that the library had received, and he directed attention to an article describing the gift in the December 2006 issue of At the Library.

Peter Warfield objected to the scope of the city librarian's report and urged that important issues such as book acquisitions be designated as individual agenda items. He requested a copy of the press release that Mr. Herrera had referred to. Mr. Warfield stated that he saw danger in the library becoming a last resort for computer training because it was a service targeted for poor people instead of being for everyone, like other library services.

Mr. Herrera expressed regret that the press release had inadvertently not been included in the commissioners' packets or made available at the back of the auditorium and offered assurance that copies would arrive shortly. In response to a question from Commissioner Kane, the city librarian indicated that paper copies of the PowerPoint presentations would be made available to individuals who requested them. Commissioner Kane expressed appreciation for Ms. Sanders' presentation and voiced vigorous support for the library offering free computer instruction to the public.

AGENDA ITEM #5: FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero expressed support for Ms. Bourne's appointment as deputy city librarian. Ms. Bero spoke in favor of the Public Library offering computer courses, a service she saw as reaching out to new populations and accommodating diverse learning styles by stretching the traditional boundaries of library service. She announced the opening of the Friends' expanded bookstore at Fort Mason. Ms. Bero described a forum that Friends conducted in July consisting of city department heads, elected officials, academics, planners, and citizens to discuss the library's role and relevance in San Francisco. She distributed a synopsis of the forum's findings, and stated that Friends' intention in 2007 is to expand the project into an ongoing dialogue with the community.

Ms. Bero distributed a newsletter describing the Friends' Neighborhood Library Campaign and introduced Claire Kells who is organizing the community campaign for

Bernal Heights. Ms. Bero offered dates of upcoming activities sponsored by the Friends.

The anonymous citizen expressed alarm that Friends is conducting tours of branch-library renovation sites.

Peter Warfield also expressed alarm that Friends is conducting site tours, and he requested that tours be offered to the public without mediation by the Friends.

AGENDA ITEM #6: LIBRARY COMMISSION MEETING SCHEDULE

Acting Secretary Richard Walsh proposed a draft meeting schedule for calendar year 2007 to the commission.

The anonymous citizen requested that Library Commission meetings be moved to a later time to encourage public participation.

Peter Warfield agreed that people who work or go to school would be accommodated by a later meeting time.

Commissioner Kane suggested that meetings begin at 4:30. In response to questions, Mr. Herrera stated that a start time one-half hour later would not have significant impact on staff costs for the meetings, but he requested that members of the commission commit to beginning the meetings punctually.

Commissioner Chin requested that less time be expended on approval of meeting minutes, and she suggested that commissioners limit themselves in their discussion and amending of minutes.

MOTION: by Commissioner Chin, seconded by Commissioner Munson, to alter the starting time of regular commission meetings to 4:30 PM and to accept the meeting dates as set forward in the "Draft 2007 Meeting Schedule." Approved by the following vote: 5 – 0; Aye: Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #7: AMENDMENT TO BYLAWS

Mr. Walsh described the proposed change to the bylaws patterned after the attendance policy approved by the commission in November.

The anonymous citizen noted that the commission bylaws require at least 10 days' written notice prior to being amended, and that the text of the amendment had not been circulated consistent with that requirement. He objected to the previous month's action to change the commission's attendance policy which no longer conformed to the bylaws.

Peter Warfield commented that the proposed bylaw change regarding attendance at meetings by commissioners was less stringent than the mayor's intent, and he stated that he believed the agenda's description of the item was inadequate.

On advice from Deputy City Attorney Catherine Barnes, President Higueras postponed amendment of the bylaws to a future meeting.

AGENDA ITEM #8: PUBLIC EMPLOYEE APPOINTMENT - SECRETARY, LIBRARY COMMISSION

The anonymous citizen questioned the process for appointing the commission secretary and recalled the tenure of the previous secretary. He emphasized the importance of the secretary being independent and reporting directly to the Library Commission.

Peter Warfield commented that he found the agenda item inadequate and unclear, and that he did not understand what the commission proposed to do during the closed session.

MOTION: by Commissioner Chin, seconded by Commissioner Kane, to enter into closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter – Public Employee appointment – Secretary, Library Commission. Approved by the following vote: 5 – 0; Aye: Chin, Gomez, Higueras, Kane, and Munson.

President Higueras estimated that the closed session would last approximately one-half hour. Pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter – Public Employee appointment – Secretary, Library Commission, the Library Commission entered into closed session at 5:58 PM.

Commissioner Kane departed the meeting at 6:30 PM.

At 7:02 PM the Library Commission returned to open session.

MOTION: by Commissioner Gomez, seconded by Commissioner Chin, to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)). Approved by the following vote: 4 – 0; Aye: Chin, Gomez, Higueras, and Munson.

Commissioner Munson reported that during closed session the commission had reviewed applications and selected six individuals to be interviewed in early 2007 by two commissioners and the city librarian. The commissioner noted that the position remains open for additional applications.

AGENDA ITEM #9: LABOR UNION REPORT

No report

AGENDA ITEM #10: NEW BUSINESS

None

AGENDA ITEM #11: ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Munson, to adjourn the regular December 7, 2006, meeting of the San Francisco Public Library Commission. Approved by the following vote: 4 – 0; Aye: Chin, Gomez, Higueras, and Munson.

The meeting adjourned at 7:04 PM.

Richard Walsh
Acting Secretary
December 13, 2006

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

ATTACHMENTS
Public Computer Classes (13 pages)
Acquisition of New Materials (11 pages)
San Francisco Public Library Implements Public Safety Initiative (3 pages)
Approved 2007 Meeting Schedule (1 page)

Public Computer Classes

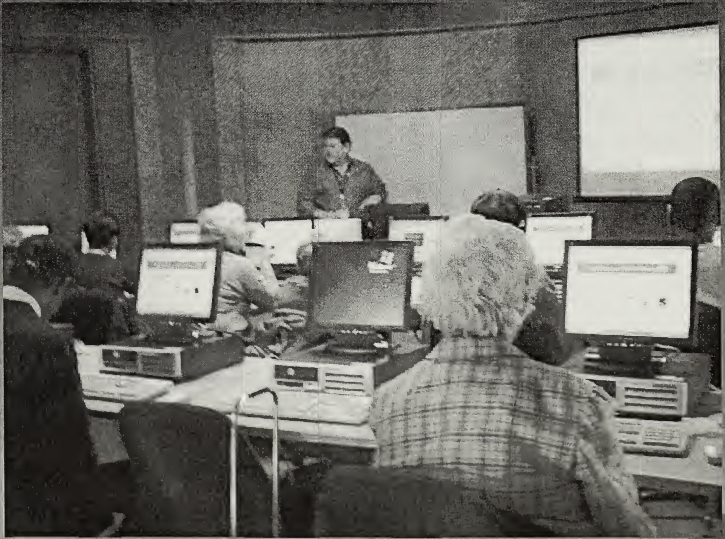
Bridging the Digital Divide

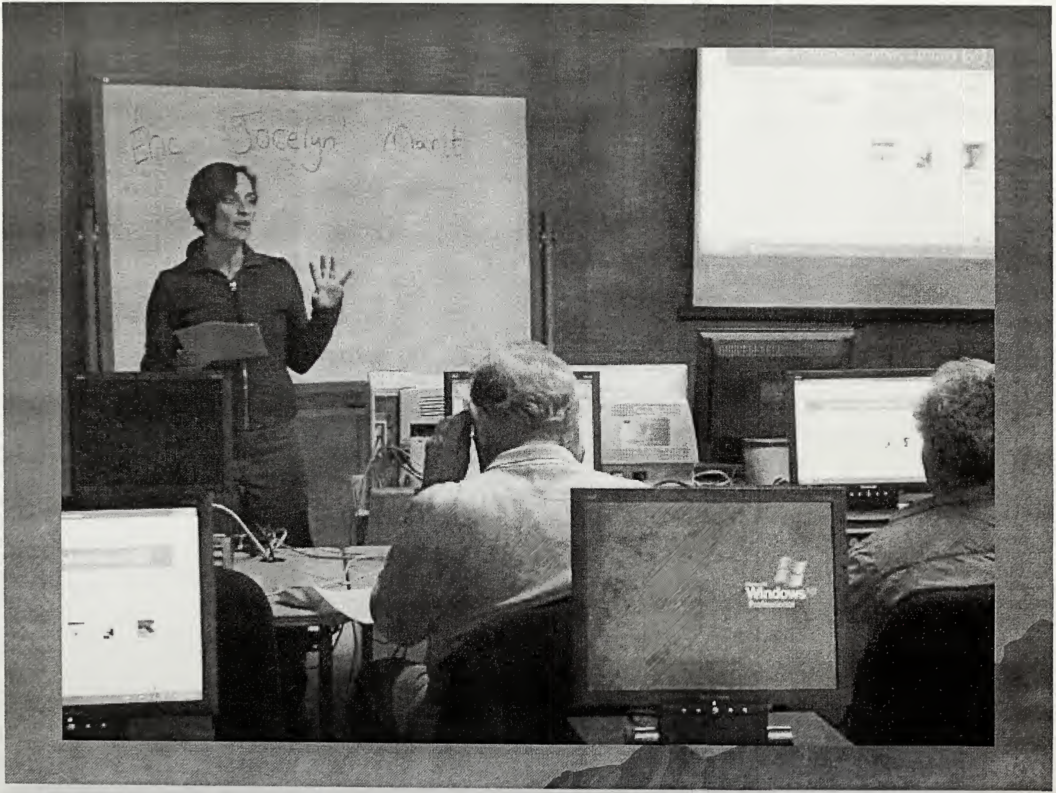
- Libraries bear a special responsibility to ensure that the public has access to computers, the Internet, and other networked sources to allow all segments of society to participate in the information revolution.
- *MLA Intellectual Freedom Manual 2006*

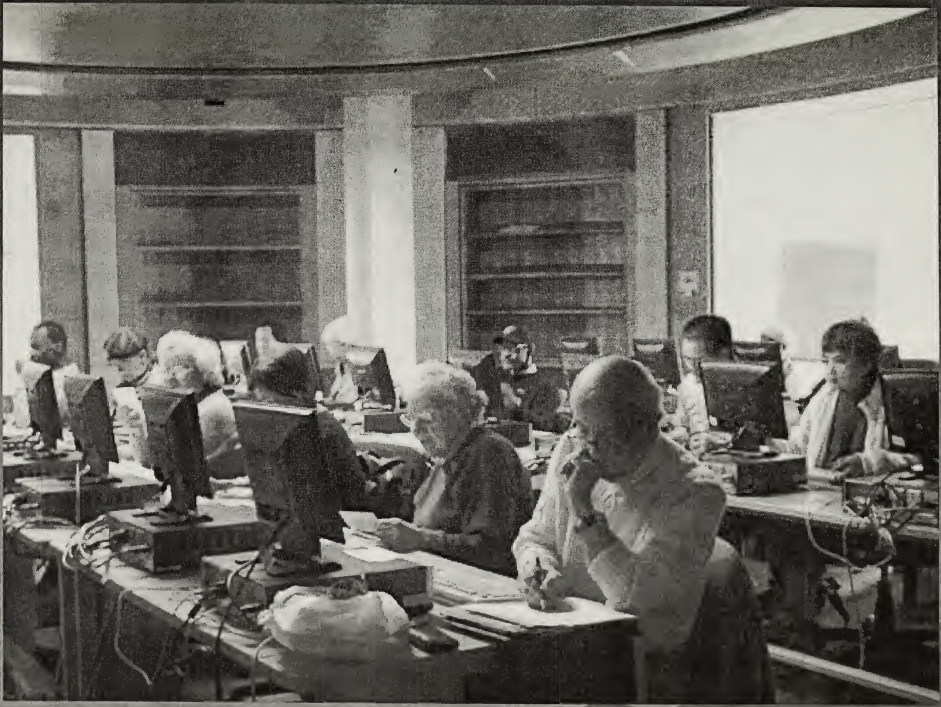
E-gov and E-employment

- USCIS requires on-line appt. booking
- Home Depot and UPS
- Research new Medicare Prescription benefits
- FEMA applications
- Student aid forms

Training Center




Eric Jocelyn Mark
Windows



Basic Classes

- Mouse and Typing Skills
- Internet 101, Catalog
- Word Processing
- Jobs and Career Resources On-line
- Community Database
- E-mail
- Library Databases like Proquest Newspapers

Advanced Classes

- Researching Genealogy On-Line
- Wonders of Wikipedia
- Finding Great Airfares On-line
- On-line Resources for Small Business Owners
- Patent and Trademark Researching
- Finding Music On-line
- Advanced Internet

Class Attendees – as diverse as San Francisco

- Seniors (one woman who is 100!)
- Students
- Immigrants
- Low Income
- People who own computers but want to learn more
- Scholars

The San Francisco Public Library presents

DECEMBER 2006

COMPUTER CLASSES AT THE MAIN LIBRARY

Hands-on Classes

Basic mouse and keyboard skills are required for all sessions.

If you have never used a computer keyboard or a mouse, volunteers are available to help acquaint you with these basic skills. For information and a schedule of practice times, *call Volunteer Services at (415) 557-4280.*

N CLASSES

Internet &

Internet 101 Learn to find information on the Web by following a link, using a search engine and

The San Francisco C Services Directory: City Government a Organizations Identify provided by more than 1,700 Sa

Class Attendance 05-06

- Hands-on = 2803
- Lecture/Brown Bag = 171
- 2974 people attended 205 classes
- 16% increase from previous year

Highlights

- Helping a 90 year old patron send an e-mail to her daughter for the first time
- A patron finding an apartment on Craigslist.org
- A man in his 80s finding his high school sweetheart
- A patron sending his resume as an attachment, who later reported landing the job

Acquisition of New Materials

Library Commission
Meeting

December 7, 2006

Background Information

- Acquisitions Department of the Technical Services Division that orders and receives new books and Audio Visual materials
- 215,554 items were added during FY05-06 (an average of 17,962 items per month
- Acquisitions Department and Library's Finance Dept. monitor expenditures for books and AV materials

Major Vendors

- Library can spend more than $250,000 per year with major vendors
- **Baker & Taylor** – adult non-fiction
  - Spent appr. $426,025 in FY 05-06
- **Brodart** – adult fiction, McNaughton lease books, standing orders, Guadalajara Book Fair
  - Spent appr. $972,855 in FY 05-06

Major vendors (cont.)

- **Blackwell's** – adult non-fiction
  - Spent appr. $155,000 in FY 05-06

- **Book Wholesalers Inc** – children and teen books, audio-visual materials
  - Spent appr. $1,967,850 in FY 05-06

Major Vendors (cont.)

- **Midwest Library Services** – hard to find adult fiction and non-fiction, replacement books, out-of-print books, standing orders
  - Spent appr. $719,270 in FY 05-06
- **EBSCO Subscription Services** – Magazines, journals, and newspapers
  - Spent appr. $782,750 in FY 05-06

Major vendors (cont.)

- Advantages of purchasing from a major vendor
  - Library receives up to 47% discount
  - Free shipping
  - Vendor can process books (putting on Mylar covers, barcode labels, etc.)
  - Vendors can also catalog materials

Secondary vendors – "Pool of vendors"

- Established in FY 2005-2006
- Library spends between $10,000 and $250,000 per year per vendor
- Specialize in languages other than English
- Specialize in non-print media
- Specialize in certain kinds of books
- Single source vendors
- Currently have 65 vendors

Ordering Process

- Selections are received in the Acquisitions Order unit from
  - Collection Development Office (CDO)
  - Office of Children and Youth Services (OCYS)
  - Main Library departments
  - Systemwide committees, such as the Diversity List committee

Ordering Process (cont.)

- Purchase orders are sent to the vendors electronically, by mail, fax, or phone.
- Standing orders – predetermined list of titles
- Selectors go to book fairs or book stores and choose from available stock
- If orders are cancelled by the vendor, Acquisitions staff re-order them from another vendor right away.

Receiving process

- Unpack boxes
- Check contents for obvious damage
- Check the contents against the invoice
- Mark each title and the copies as Received in Millennium
- Resolve simple problems
- Confer with Acquisitions Manager about difficult problems

Materials go to Cataloging Unit

SFPL News Releases

News Release

· What's New
· SF Reads: Staff Picks
· Branch Improvements
· SFPL Job Openings
· Coming Soon
· Events
· Exhibitions
· Classes
· Search Our Site

Search Catalog

For Immediate Release: December 1, 2006
Contact: Marcia Schneider (415) 557-4252

San Francisco Public Library Implements Public Safety Initiative

Implementation of a major new public safety initiative for the San Francisco Public Library was launched in July 2006. Under the leadership of City Librarian Luis Herrera, the Library has seen a reorganization of its security staff, as well as the addition of two outreach workers, on contract through the Department of Public Health, to help those library patrons in most need of referrals to city services.

With over 2 million visitors annually to the Main Library and over 3 million visitors to the branch libraries, San Francisco will serve as an urban model to other cities in providing a welcoming, comfortable and pleasant experience for library patrons. As part of an overall public safety plan, the Library has developed partnerships with the San Francisco Police Department, DPH, and other city-sponsored programs concerned with security, crime abatement and homeless issues.

"We are proud of the many services we offer to all people," stated Herrera. "The Library is a magnet for students, children and teens, job seekers, writers, historians, seniors and more–in other words, all San Francisco residents. It is one of our top priorities to provide a safe and comfortable environment for our library patrons."

Herrera has adopted a multiple-step approach to enhancing public safety. Sargeant Patrick Kwan of the SFPD joined library staff in July 2006 with the charge to analyze and update security and safety practices throughout the Library. Drawing on expertise and skills acquired in his duties in the police department and as head of the Tenderloin Homeless Task Force, Sgt. Kwan has implemented new training procedures and redesigned the ways in which security staff is scheduled and deployed, with the goal of increasing security on the exterior and upper floors of the Main Library. All security officers will undergo training at the San Francisco Police Academy under his new training program.

Another new initiative, first discussed in December 2005 with the DPH and implemented in October 2006 is the introduction of two half-time outreach workers who are present daily at the Library through SF HOT (San Francisco Homeless Outreach Team), a collaborative effort that reaches across city departments and community based organizations. The two staff members of the SF HOT team are dedicated to working with library patrons most in need of city services, including housing and mental health facilities by making contact with individuals and making appropriate referrals.

A third effort to address any concerns about safety in libraries will come with the remodeling of the first floor of the Main in early 2007. Public restrooms will be redesigned to support better visibility and security control of the facilities.

Public safety is an ongoing priority for the San Francisco Public Library. Through its public safety plan, San Francisco is leading the effort among major urban libraries to address any concerns

on the part of the public.

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San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
APPROVED 2007 MEETING SCHEDULE

FIRST THURSDAY OF THE MONTH, 4:30PM

JANUARY 4, FEBRUARY 1, MARCH 1, APRIL 5, MAY 3, JUNE 7, SEPTEMBER 6, OCTOBER 4, NOVEMBER 1, and DECEMBER 6, 2007.

THIRD THURSDAY OF THE MONTH 4:30PM

JANUARY 18, FEBRUARY 15, MARCH 15, APRIL 19, MAY 17, JUNE 21, JULY 19, AUGUST 17, SEPTEMBER 20, OCTOBER 18, NOVEMBER 15, and DECEMBER 20, 2007.

* THERE WILL BE ONLY ONE SCHEDULED REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION DURING JULY AND AUGUST 2007.

M. Housh, Commission Secretary
Approved: December 7, 2006

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SF
P76
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draft

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT minutes of the regular meeting of Thursday, December 7, 2006

The San Francisco Public Library Commission held a regular meeting on Thursday, December 7, 2006, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:11 PM.

Commissioners present: Chin, Gomez, Higueras, Kane, and Munson. Commissioners Bautista and Coulter were excused.

AGENDA ITEM #1: RECOGNITION OF FY 2005/2006 LIBRARY STAFF RETIREES

City Librarian Luis Herrera announced initiation of an annual program to honor library staff who retire. He welcomed Johanna Zea, librarian retiring with 23 years of service, and Ruth Maginnis, librarian retiring with 41 years. Ms. Zea and Ms. Maginnis were presented with certificates by President Higueras, and Mr. Herrera commended three additional retirees who were not present at the meeting: Ninfa Espino, Wayne Donica, and Pearline Holmes.

The anonymous citizen expressed appreciation for the retirees' service to the library, particularly Ms. Maginnis whom he noted was commended earlier by the county's board of supervisors.

Peter Warfield stated that staff and materials were the most important aspects of Public Library service. In response to his request, the city librarian read the text of the certificates aloud.

AGENDA ITEM #2: PUBLIC COMMENT

The anonymous citizen recounted the development of his opposition to Friends of the Library. He described virtues in a democracy such as education and the right to dissent, and explained that these were of greater importance than fundraising.

Peter Warfield inquired about $480,000 he stated was held in reserve by the board of supervisors for providing additional open hours at branch facilities on Sundays. He expressed concern regarding the length of time that had passed without a plan being put forward to claim and expend the funding.

AGENDA ITEM #3: APPROVAL OF MINUTES

The anonymous citizen pointed out that the minutes of the commission meeting of Thursday, November 2, 2006, represented an improvement over past minutes but remained imperfect. He disapproved of the physical placement of written comments he had submitted and requested that a note be added to inform readers where his comments were located. He offered several instances in which he felt the minutes could be improved.

Peter Warfield offered clarifications to the comments attributed to him in the minutes of the meeting of October 5, 2006, regarding the city librarian's revised memo on out-of-print materials. He stated his opinion that written citizen statements should be included within the section of the minutes that they dealt with instead of being included at the end.

President Higueras commented that he found the minutes appropriately precise and that individuals seeking greater depth could listen to audiotapes or view DVDs of the meetings.

MOTION: by Commissioner Chin, seconded by Commissioners Gomez and Munson, to approve the minutes of the regular meeting of Thursday, November 2, 2006, as circulated. Approved by the following vote: 5 – 0; Aye: Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #4: CITY LIBRARIAN'S REPORT

Mr. Herrera introduced Deputy City Librarian Jill Bourne who joined San Francisco Public Library staff three and a half weeks ago.

Chief of Main Kathy Lawhun offered an overview of the library's Information Services unit which provides public training in the use of library materials and computers, answers telephones for the entire library system, staffs the information desk, and provides interlibrary loan services.

Ms. Lawhun introduced Charlotte Sanders, librarian from Information Services, who gave a PowerPoint presentation on the Public Library's activities to bridge the digital divide. Ms. Sanders emphasized the importance of providing electronic access to the public in general, and particularly to elders, newcomers, and economically-disadvantaged people.

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President Higueras temporarily left the room at 5:00 PM, and Commissioner Chin chaired the meeting until he returned at 5:17 PM.

The anonymous citizen questioned whether libraries should be charged with meeting society's technology needs and expressed concern that this shifted focus away from their primary functions. He lamented that individuals seeking to file lawsuits in federal district court were now required to file electronically, and that paper copies of the PowerPoint presentations that had been presented were not immediately available.

Sue Cauthen, a member of both the library's citizens advisory committee and the sunshine task force, agreed that immediate availability of paper copies of the PowerPoint presentations would be useful. She requested that copies of the press release that had been described also be made available.

Jack Coll, retired librarian, informed the commission of a major donation of historical photographs relating to San Francisco transit that the library had received, and he directed attention to an article describing the gift in the December 2006 issue of At the Library.

Peter Warfield objected to the scope of the city librarian's report and urged that important issues such as book acquisitions be designated as individual agenda items. He requested a copy of the press release that Mr. Herrera had referred to. Mr. Warfield stated that he saw danger in the library becoming a last resort for computer training because it was a service targeted for poor people instead of being for everyone, like other library services.

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AGENDA ITEM #5: FRIENDS OF THE LIBRARY REPORT

Friends of the Library Executive Director Donna Bero expressed support for Ms. Bourne's appointment as deputy city librarian. Ms. Bero spoke in favor of the Public Library offering computer courses, a service she saw as reaching out to new populations and accommodating diverse learning styles by stretching the traditional boundaries of library service. She announced the opening of the Friends' expanded bookstore at Fort Mason. Ms. Bero described a forum that Friends conducted in July consisting of city department heads, elected officials, academics, planners, and citizens to discuss the library's role and relevance in San Francisco. She distributed a synopsis of the forum's findings, and stated that Friends' intention in 2007 is to expand the project into an ongoing dialogue with the community.

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Peter Warfield also expressed alarm that Friends is conducting site tours, and he requested that tours be offered to the public without mediation by the Friends.

AGENDA ITEM #6: LIBRARY COMMISSION MEETING SCHEDULE

Acting Secretary Richard Walsh proposed a draft meeting schedule for calendar year 2007 to the commission.

The anonymous citizen requested that Library Commission meetings be moved to a later time to encourage public participation.

Peter Warfield agreed that people who work or go to school would be accommodated by a later meeting time.

Commissioner Kane suggested that meetings begin at 4:30. In response to questions, Mr. Herrera stated that a start time one-half hour later would not have significant impact on staff costs for the meetings, but he requested that members of the commission commit to beginning the meetings punctually.

Commissioner Chin requested that less time be expended on approval of meeting minutes, and she suggested that commissioners limit themselves in their discussion and amending of minutes.

MOTION: by Commissioner Chin, seconded by Commissioner Munson, to alter the starting time of regular commission meetings to 4:30 PM and to accept the meeting dates as set forward in the "Draft 2007 Meeting

Schedule." Approved by the following vote: 5 – 0; Aye: Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #7: AMENDMENT TO BYLAWS

Mr. Walsh described the proposed change to the bylaws patterned after the attendance policy approved by the commission in November.

The anonymous citizen noted that the commission bylaws require at least 10 days' written notice prior to being amended, and that the text of the amendment had not been circulated consistent with that requirement. He objected to the previous month's action to change the commission's attendance policy which no longer conformed to the bylaws.

Peter Warfield commented that the proposed bylaw change regarding attendance at meetings by commissioners was less stringent than the mayor's intent, and he stated that he believed the agenda's description of the item was inadequate.

On advice from Deputy City Attorney Catherine Barnes, President Higueras postponed amendment of the bylaws to a future meeting.

AGENDA ITEM #8: PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION

The anonymous citizen questioned the process for appointing the commission secretary and recalled the tenure of the previous secretary. He emphasized the importance of the secretary being independent and reporting directly to the Library Commission.

Peter Warfield commented that he found the agenda item inadequate and unclear, and that he did not understand what the commission proposed to do during the closed session.

MOTION: by Commissioner Chin, seconded by Commissioner Kane, to enter into closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter – Public Employee appointment – Secretary, Library Commission. Approved by the following vote: 5 – 0; Aye: Chin, Gomez, Higueras, Kane, and Munson.

President Higueras estimated that the closed session would last approximately one-half hour. Pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section

67.10(b) – Personnel Matter – Public Employee appointment – Secretary, Library Commission, the Library Commission entered into closed session at 5:58 PM.

Commissioner Kane departed the meeting at 6:30 PM.

At 7:02 PM the Library Commission returned to open session.

MOTION: by Commissioner Gomez, seconded by Commissioner Chin, to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)). Approved by the following vote: 4 – 0; Aye: Chin, Gomez, Higueras, and Munson.

Commissioner Munson reported that during closed session the commission had reviewed applications and selected six individuals to be interviewed in early 2007 by two commissioners and the city librarian. The commissioner noted that the position remains open for additional applications.

AGENDA ITEM #9: LABOR UNION REPORT

No report

AGENDA ITEM #10: NEW BUSINESS

None

AGENDA ITEM #11: ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Munson, to adjourn the regular December 7, 2006, meeting of the San Francisco Public Library Commission. Approved by the following vote: 4 – 0; Aye: Chin, Gomez, Higueras, and Munson.

The meeting adjourned at 7:04 PM.

Richard Walsh
Acting Secretary
December 13, 2006

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of

Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

ATTACHMENTS
Public Computer Classes (13 pages)
Acquisition of New Materials (11 pages)
San Francisco Public Library Implements Public Safety Initiative (3 pages)
Approved 2007 Meeting Schedule (1 page)

Public Computer Classes

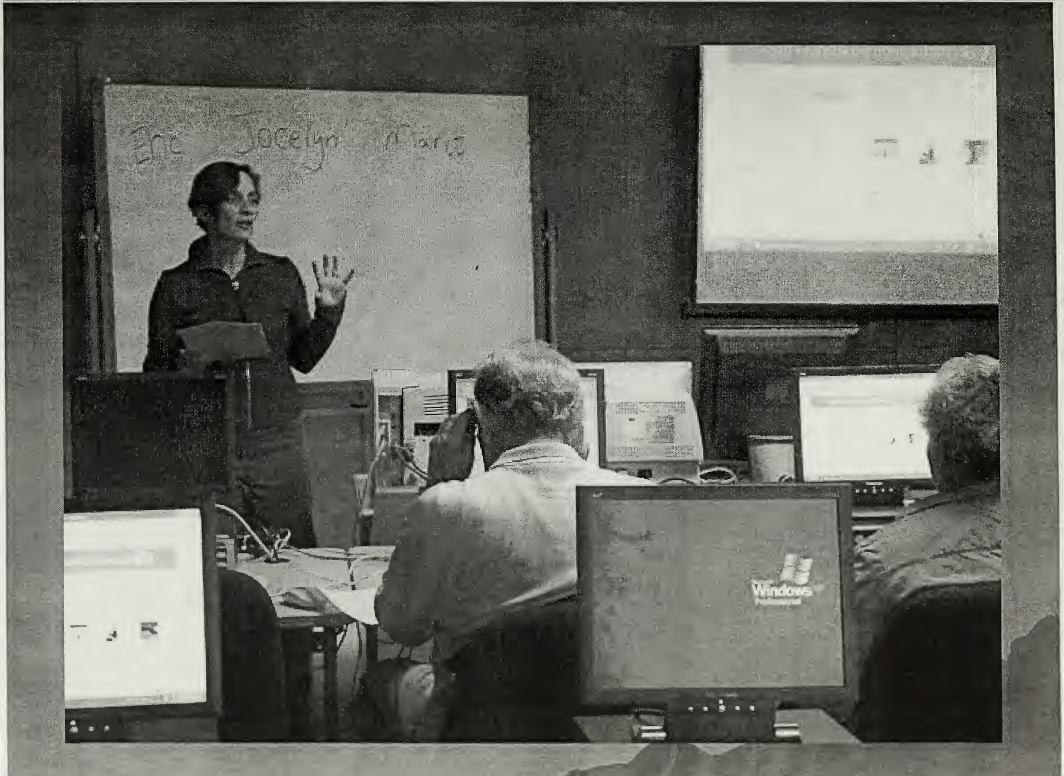
Bridging the Digital Divide

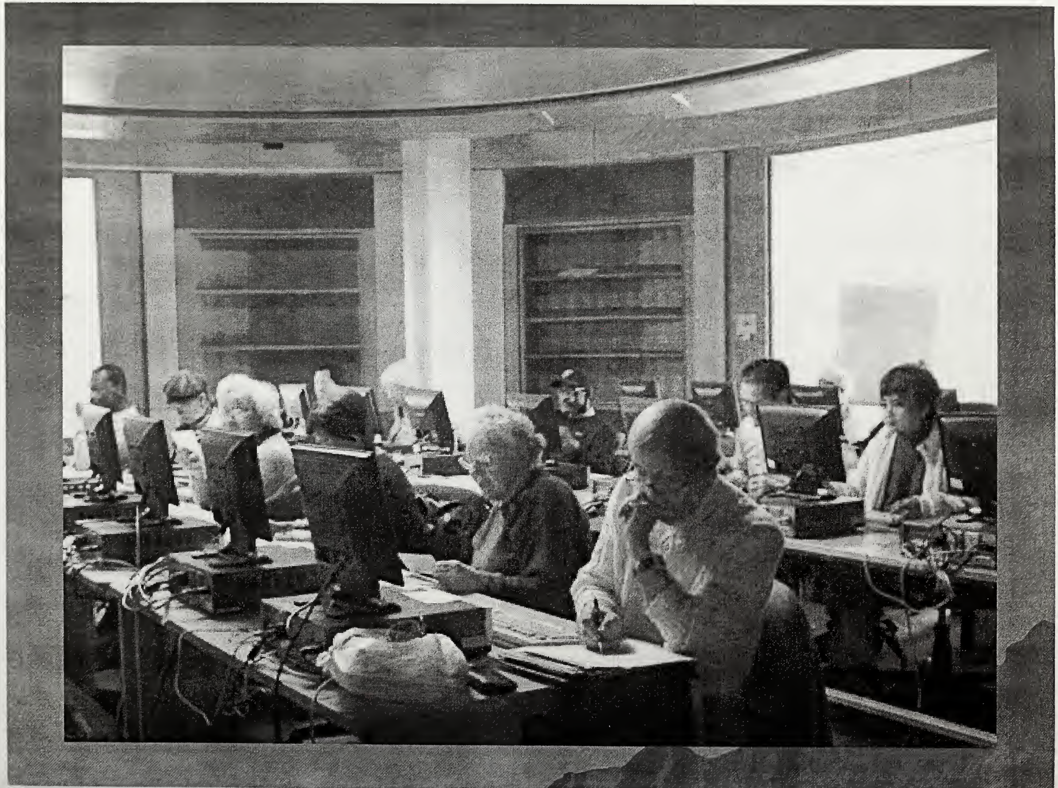
- Libraries bear a special responsibility to ensure that the public has access to computers, the Internet, and other networked sources to allow all segments of society to participate in the information revolution.
- *MLA Intellectual Freedom Manual* 2006

E-gov and E-employment

- USCIS requires on-line appt. booking
- Home Depot and UPS
- Research new Medicare Prescription benefits
- FEMA applications
- Student aid forms

Training Center


Eric
Jocelyn
Windows



Basic Classes

- Mouse and Typing Skills
- Internet 101, Catalog
- Word Processing
- Jobs and Career Resources On-line
- Community Database
- E-mail
- Library Databases like Proquest Newspapers

Advanced Classes

- Researching Genealogy On-Line
- Wonders of Wikipedia
- Finding Great Airfares On-line
- On-line Resources for Small Business Owners
- Patent and Trademark Researching
- Finding Music On-line
- Advanced Internet

Class Attendees – as diverse as San Francisco

- Seniors (one woman who is 100!)
- Students
- Immigrants
- Low Income
- People who own computers but want to learn more
- Scholars

The San Francisco Public Library presents

DECEMBER 2006

COMPUTER CLASSES AT THE MAIN LIBRARY

Hands-on Classes

Basic mouse and keyboard skills are required for all sessions.

If you have never used a computer keyboard or a mouse, volunteers are available to help acquaint you with these basic skills. For information and a schedule of practice times,

call Volunteer Services at (415) 557-4280.

N CLASSES

Internet &

Internet 101 Learn to find information on the Web by following a link, using a search engine and

The San Francisco C
Services Directory:
City Government a
Organizations Identify
provided by more than 1,700 Sa

Class Attendance 05-06

- Hands-on = 2803
- Lecture/Brown Bag = 171
- 2974 people attended 205 classes
- 16% increase from previous year

Highlights

- Helping a 90 year old patron send an e-mail to her daughter for the first time
- A patron finding an apartment on Craigslist.org
- A man in his 80s finding his high school sweetheart
- A patron sending his resume as an attachment, who later reported landing the job

Acquisition of New Materials

Library Commission
Meeting

December 7, 2006

Background Information

- Acquisitions Department of the Technical Services Division that orders and receives new books and Audio Visual materials
- 215,554 items were added during FY05-06 (an average of 17,962 items per month
- Acquisitions Department and Library's Finance Dept. monitor expenditures for books and AV materials

Major Vendors

- Library can spend more than $250,000 per year with major vendors
- **Baker & Taylor** – adult non-fiction
  - Spent appr. $426,025 in FY 05-06
- **Brodart** – adult fiction, McNaughton lease books, standing orders, Guadalajara Book Fair
  - Spent appr. $972,855 in FY 05-06

Major vendors (cont.)

- **Blackwell's** – adult non-fiction
  - Spent appr. $155,000 in FY 05-06
- **Book Wholesalers Inc** – children and teen books, audio-visual materials
  - Spent appr. $1,967,850 in FY 05-06

Major Vendors (cont.)

- **Midwest Library Services** – hard to find adult fiction and non-fiction, replacement books, out-of-print books, standing orders
  - Spent appr. $719,270 in FY 05-06
- **EBSCO Subscription Services** – Magazines, journals, and newspapers
  - Spent appr. $782,750 in FY 05-06

Major vendors (cont.)

- Advantages of purchasing from a major vendor
  - Library receives up to 47% discount
  - Free shipping
  - Vendor can process books (putting on Mylar covers, barcode labels, etc.)
  - Vendors can also catalog materials

Secondary vendors – "Pool of vendors"

- Established in FY 2005-2006
- Library spends between $10,000 and $250,000 per year per vendor
- Specialize in languages other than English
- Specialize in non-print media
- Specialize in certain kinds of books
- Single source vendors
- Currently have 65 vendors

Ordering Process

- Selections are received in the Acquisitions Order unit from
  - Collection Development Office (CDO)
  - Office of Children and Youth Services (OCYS)
  - Main Library departments
  - Systemwide committees, such as the Diversity List committee

Ordering Process (cont.)

- Purchase orders are sent to the vendors electronically, by mail, fax, or phone.
- Standing orders – predetermined list of titles
- Selectors go to book fairs or book stores and choose from available stock
- If orders are cancelled by the vendor, Acquisitions staff re-order them from another vendor right away.

Receiving process

- Unpack boxes
- Check contents for obvious damage
- Check the contents against the invoice
- Mark each title and the copies as Received in Millennium
- Resolve simple problems
- Confer with Acquisitions Manager about difficult problems

Materials go to Cataloging Unit

Library Commission meeting,
12/7/06

San Francisco Public Library

Español 中文

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SFPL News Releases

News Release

For Immediate Release: December 1, 2006
Contact: Marcia Schneider (415) 557-4252

· What's New
· SF Reads: Staff Picks
· Branch Improvements
· SFPL Job Openings
· Coming Soon
· Events
· Exhibitions
· Classes
· Search Our Site

Search Catalog

San Francisco Public Library Implements Public Safety Initiative

Implementation of a major new public safety initiative for the San Francisco Public Library was launched in July 2006. Under the leadership of City Librarian Luis Herrera, the Library has seen a reorganization of its security staff, as well as the addition of two outreach workers, on contract through the Department of Public Health, to help those library patrons in most need of referrals to city services.

With over 2 million visitors annually to the Main Library and over 3 million visitors to the branch libraries, San Francisco will serve as an urban model to other cities in providing a welcoming, comfortable and pleasant experience for library patrons. As part of an overall public safety plan, the Library has developed partnerships with the San Francisco Police Department, DPH, and other city-sponsored programs concerned with security, crime abatement and homeless issues.

"We are proud of the many services we offer to all people," stated Herrera. "The Library is a magnet for students, children and teens, job seekers, writers, historians, seniors and more– in other words, all San Francisco residents. It is one of our top priorities to provide a safe and comfortable environment for our library patrons."

Herrera has adopted a multiple-step approach to enhancing public safety. Sargeant Patrick Kwan of the SFPD joined library staff in July 2006 with the charge to analyze and update security and safety practices throughout the Library. Drawing on expertise and skills acquired in his duties in the police department and as head of the Tenderloin Homeless Task Force, Sgt. Kwan has implemented new training procedures and redesigned the ways in which security staff is scheduled and deployed, with the goal of increasing security on the exterior and upper floors of the Main Library. All security officers will undergo training at the San Francisco Police Academy under his new training program.

Another new initiative, first discussed in December 2005 with the DPH and implemented in October 2006 is the introduction of two half-time outreach workers who are present daily at the Library through SF HOT (San Francisco Homeless Outreach Team), a collaborative effort that reaches across city departments and community based organizations. The two staff members of the SF HOT team are dedicated to working with library patrons most in need of city services, including housing and mental health facilities by making contact with individuals and making appropriate referrals.

A third effort to address any concerns about safety in libraries will come with the remodeling of the first floor of the Main in early 2007. Public restrooms will be redesigned to support better visibility and security control of the facilities.

Public safety is an ongoing priority for the San Francisco Public Library. Through its public safety plan, San Francisco is leading the effort among major urban libraries to address any concerns

on the part of the public.

Have a question? Ask a Librarian

100 Larkin Street, San Francisco, CA 94102 · Ph: 415-557-4400 · Send comments to webmail@sfpl.org

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Frequently Asked Questions

Last Modified: December 4, 2006

San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved 2007 MEETING SCHEDULE

First Thursday of the Month, 4:30PM

January 4, February 1, March 1, April 5, May 3, June 7, September 6, October 4, November 1, and December 6, 2007.

Third Thursday of the Month 4:30PM

January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 17, September 20, October 18, November 15, and December 20, 2007.

* There will be only one scheduled regular meeting of the San Francisco Public Library Commission during July and August 2007.

M. Housh, Commission Secretary
Approved: December 7, 2006

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

SF
P76
#2
12/7/06
approved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Richard Walsh
Acting Commission Secretary

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DOCUMENTS DEPT.
JAN 19 2007
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Commissioner Kane suggested that meetings begin at 4:30. In response to questions, Mr. Herrera stated that a start time one-half hour later would not have significant impact on staff costs for the meetings, but he requested that members of the commission commit to beginning the meetings punctually.

Commissioner Chin requested that less time be expended on approval of meeting minutes.

MOTION: by Commissioner Chin, seconded by Commissioner Munson, to alter the starting time of regular commission meetings to 4:30 PM and to accept the meeting dates as set forward in the "Draft 2007 Meeting Schedule." Approved by the following vote: 5 – 0; Aye: Chin, Gomez, Higueras, Kane, and Munson.

AGENDA ITEM #7: AMENDMENT TO BYLAWS

Mr. Walsh described the proposed change to the bylaws patterned after the attendance policy approved by the commission in November.

The anonymous citizen noted that the commission bylaws require at least 10 days' written notice prior to being amended, and that the text of the amendment had not been circulated consistent with that requirement. He objected to the previous month's action to change the commission's attendance policy which no longer conformed to the bylaws.

Peter Warfield commented that the proposed bylaw change regarding attendance at meetings by commissioners was less stringent than the mayor's intent, and he stated that he believed the agenda's description of the item was inadequate.

On advice from Deputy City Attorney Catherine Barnes, President Higueras postponed amendment of the bylaws to a future meeting.

AGENDA ITEM #8: PUBLIC EMPLOYEE APPOINTMENT – SECRETARY, LIBRARY COMMISSION

The anonymous citizen questioned the process for appointing the commission secretary and recalled the tenure of the previous secretary. He emphasized the importance of the secretary being independent and reporting directly to the Library Commission.

Peter Warfield commented that he found the agenda item inadequate and unclear, and that he did not understand what the commission proposed to do during the closed session.

MOTION: by Commissioner Chin, seconded by Commissioner Kane, to enter into closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) – Personnel Matter – Public Employee appointment – Secretary, Library Commission. Approved by the following vote: 5 – 0; Aye: Chin, Gomez, Higueras, Kane, and Munson.

President Higueras estimated that the closed session would last approximately one-half hour. Pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) - Personnel Matter - Public Employee appointment - Secretary, Library Commission, the Library Commission entered into closed session at 5:58 PM.

Commissioner Kane departed the meeting at 6:30 PM.

At 7:02 PM the Library Commission returned to open session.

MOTION: by Commissioner Gomez, seconded by Commissioner Chin, to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12(a)). Approved by the following vote: 4 - 0; Aye: Chin, Gomez, Higueras, and Munson.

Commissioner Munson reported that during closed session the commission had reviewed applications and selected six individuals to be interviewed in early 2007 by two commissioners and the city librarian. The commissioner noted that the position remains open for additional applications.

AGENDA ITEM #9: LABOR UNION REPORT

No report

AGENDA ITEM #10: NEW BUSINESS

None

AGENDA ITEM #11: ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Munson, to adjourn the regular December 7, 2006, meeting of the San Francisco Public Library Commission. Approved by the following vote: 4 - 0; Aye: Chin, Gomez, Higueras, and Munson.

The meeting adjourned at 7:04 PM.

Richard Walsh
Acting Secretary
December 13, 2006

Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

The Public Comment Summary Statements included in these minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 7, 2006

Item 1:
Recognition of FY 2005/2006 Library Staff Retirees

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

It is a very nice, feel-good item, and I am pleased to contribute in the same vein.

I am not the first person who will note that far from honoring them, they are honoring you.

The Board of Supervisors honored Ms. McGinnis back in the Spring – a wonderful occasion.

It reminds me of a line from Elegy Written in a Country Churchyard about, 'More to innocence our safety owe, than power or genius 'ere conspired to bless.' It is actually these people with their dedication and sincerity that our system depends on. I wonder if they would do it they understood the hierarchy of cynicism that actually runs this place.

They are the ones who are the foundation of our institution. They certainly have my gratitude and respect."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 7, 2006

Item 2:
Public Comment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

I was asked how I justified my criticism when I am sitting in the chair that the Friends & Foundation paid for.

It was asked in the context of a child asking. We have universal public education because a sense of democracy, our obligation to society and a moral sense must be taught.

The virtues of an open society, the right to dissent, democracy, and the First Amendment have been built up over many years. The irony is that often success comes from the least respect for these issues.

Sitting on the floor would be more than symbolic to my sixty-year old back.

Criticism is of the essence and giving it up is too high a price to pay for a chair and it is too cheap a chair as the price for democracy."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 7, 2006

Item 3:
Approval of the Minutes – November 2, 2006

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

These minutes lack the innuendo and misrepresentation that we have seen in previous minutes, but they use examples rather than the point which can be a misrepresentation itself.

Citizen summaries are attached to the back of the minutes. I asked your secretary how he defined the word 'include' that would justify such 'attachment' and did not get a response.

The anonymous citizen did talk about Machiavelli's 'The Prince' and a library representing equality and social trust. The point was the increasing corporatization and the deference to the accumulation of wealth that has overtaken our society.

Mr. Warfield talked about the cramped conditions and meant the term 'cozy' ironically.

Mr. Coulter did not ask for more accurate minutes, but rather the tendency to address other issues from those who did want accurate minutes."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 7, 2006

Item 4:
City Librarian's Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

We could have a nice graphic presentation from the public like the staff's.

We are told we have a special responsibility to provide access to technology. I don't know if the library is the primary agency for doing that. It seems to have evolved into that with very mixed results.

I don't think it is accidental that we had a report about technology at the same time as a report about public safety issues. When any institution's primary functions get fragmented, something else comes in to fill the gap.

Studies show that social disintegration comes from very subtle triggers.

As an example of technological barriers, Federal District Court has mandatory e-filing. Is that barrier resolved by the Library providing one hour of Internet access per day?

Copies of the slides would have been helpful."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 7, 2006

Item 5:
Friends of the Library Report

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Indeed, what else is there to say?

I am a little bit alarmed that the Friends & Foundation are conducting hard hat tours. But I'll leave it alone.

We have not heard a report recently on what must be a very robust public comment fund. I am sure that we are going to be building some sort of tower somewhere and I look forward to having some pride of ownership."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 7, 2006

Item 6:
Library Commission 2007 Meeting Schedule

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

What do I say every time this comes up?

When I first came to library commission meetings there was a commission meeting and six committees. So that a faithful attendee came to seven meetings a month.

Now we have dropped it to two meetings a month.

I beg to suggest that in the middle of 2007 when according to my calculations there will be 14 branches closed at once, the attention that the Bond Program deserves and the progressing problems there may demand two meetings, but it is certainly up to you.

It would not hurt to move the meeting time later to 5:00 o'clock so that more working people can come."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 7, 2006

Item 7:
Amendment to Bylaws

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

Nothing that happens here that is straight forward. If anything was straight forward, I would probably stop coming. It wouldn't be the Library Commission anymore.

The Bylaws state that they may be amended by majority vote provided that such proposed amendment be distributed in writing at least ten days prior to such meeting.

I received a notice but not the change itself. How do we know it conforms unless we see the actual amendment?

The whole point of the ten days is to give people a chance to consider it. Approving the policy last time without giving the ten days, you have bypassed the spirit of your Bylaws.

Now you thumb your nose at the Bylaws again.

The City Attorney can claim the Mayor is on board, but the Mayor did not say that."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 7, 2006

Item 8:
Public Employee Appointment

"Stop the Hate! Stop the Ignorance! Don't Give Money to the Friends & Foundation. Don't Accept Money from the Friends & Foundation.

No one has been delegated to find nominees or start the process.

Some transparency of process is needed here. I don't know that we aren't going to come out of this closed session with a new Secretary.

Michael Housh acted with a keen ruthlessness that was mesmerizing to watch. The only way to replace Michael Housh is if Karl Rove needs a job.

Mr. Housh had connections in City Hall that went back decades and knew its machinations. A tremendous number of people owed him a favor and he could blackmail the others. He covered this political acuity with a superficial veneer of well-meaning incompetence.

This is of great concern because the secretary needs to be independent from the library administration. He reports to you so that he can act for you."

Public Computer Classes

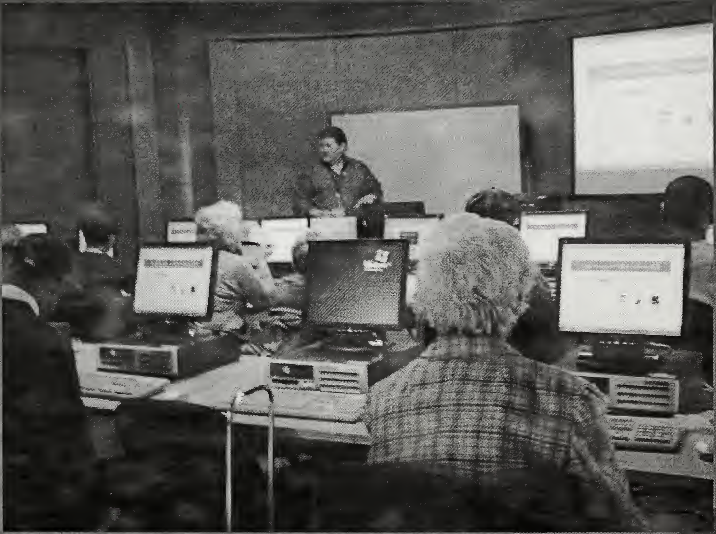
Bridging the Digital Divide

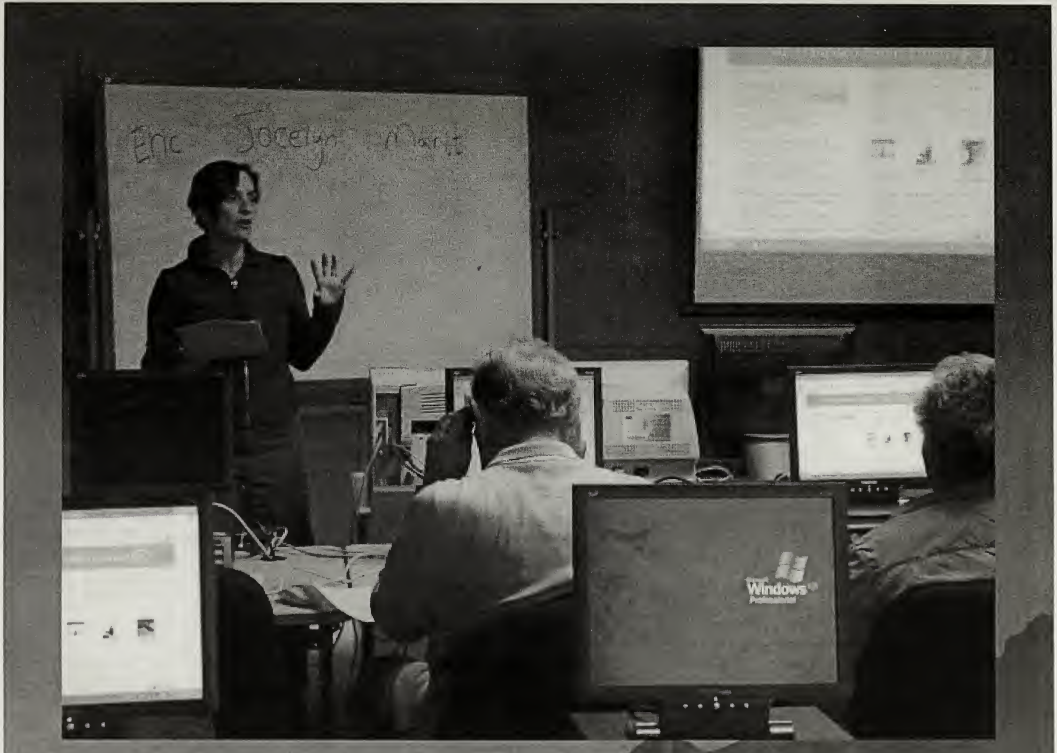
- Libraries bear a special responsibility to ensure that the public has access to computers, the Internet, and other networked sources to allow all segments of society to participate in the information revolution.
- *MLA Intellectual Freedom Manual 2006*

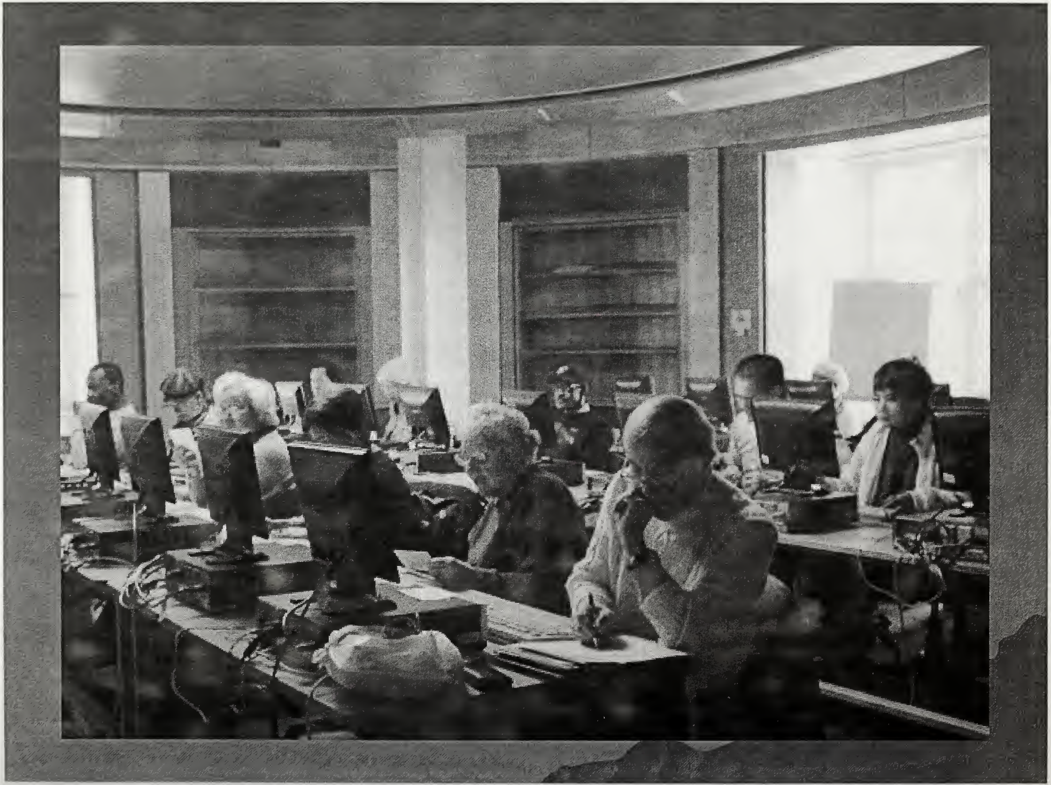
E-gov and E-employment

- USCIS requires on-line appt. booking
- Home Depot and UPS
- Research new Medicare Prescription benefits
- FEMA applications
- Student aid forms

Training Center




Eric Jocelyn Marie
Windows



Basic Classes

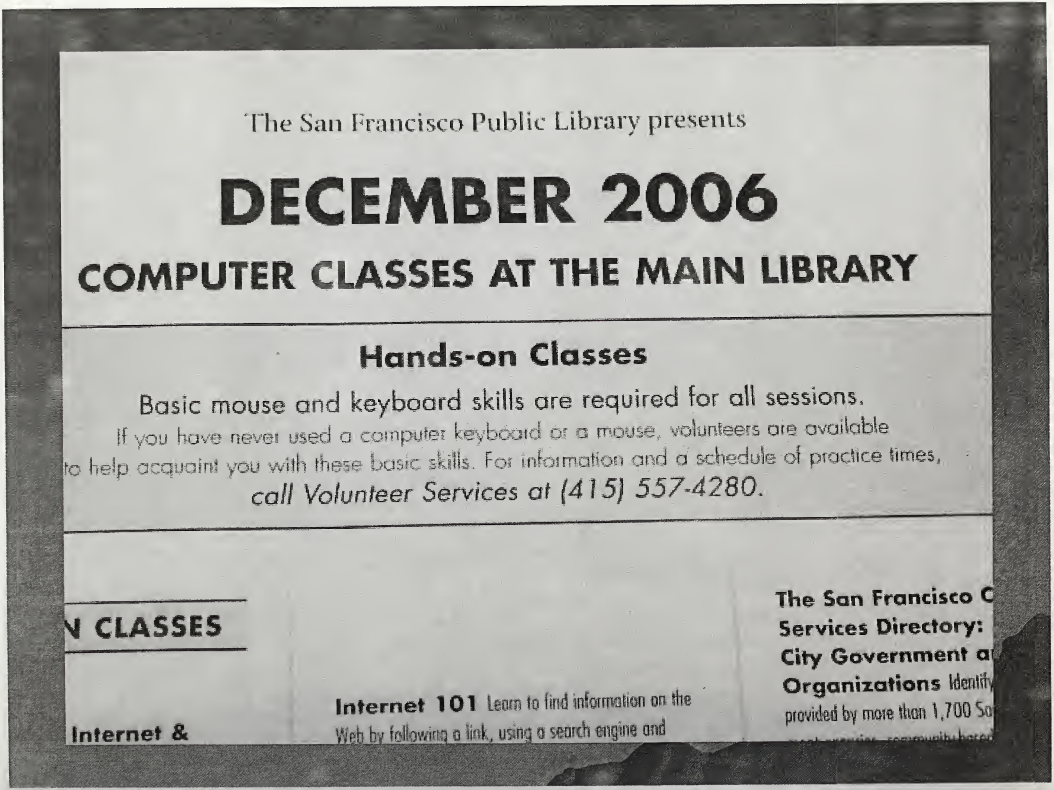
- Mouse and Typing Skills
- Internet 101, Catalog
- Word Processing
- Jobs and Career Resources On-line
- Community Database
- E-mail
- Library Databases like Proquest Newspapers

Advanced Classes

- Researching Genealogy On-Line
- Wonders of Wikipedia
- Finding Great Airfares On-line
- On-line Resources for Small Business Owners
- Patent and Trademark Researching
- Finding Music On-line
- Advanced Internet

Class Attendees – as diverse as San Francisco

- Seniors (one woman who is 100!)
- Students
- Immigrants
- Low Income
- People who own computers but want to learn more
- Scholars



The San Francisco Public Library presents

DECEMBER 2006

COMPUTER CLASSES AT THE MAIN LIBRARY

Hands-on Classes

Basic mouse and keyboard skills are required for all sessions.

If you have never used a computer keyboard or a mouse, volunteers are available to help acquaint you with these basic skills. For information and a schedule of practice times, *call Volunteer Services at (415) 557-4280.*

N CLASSES

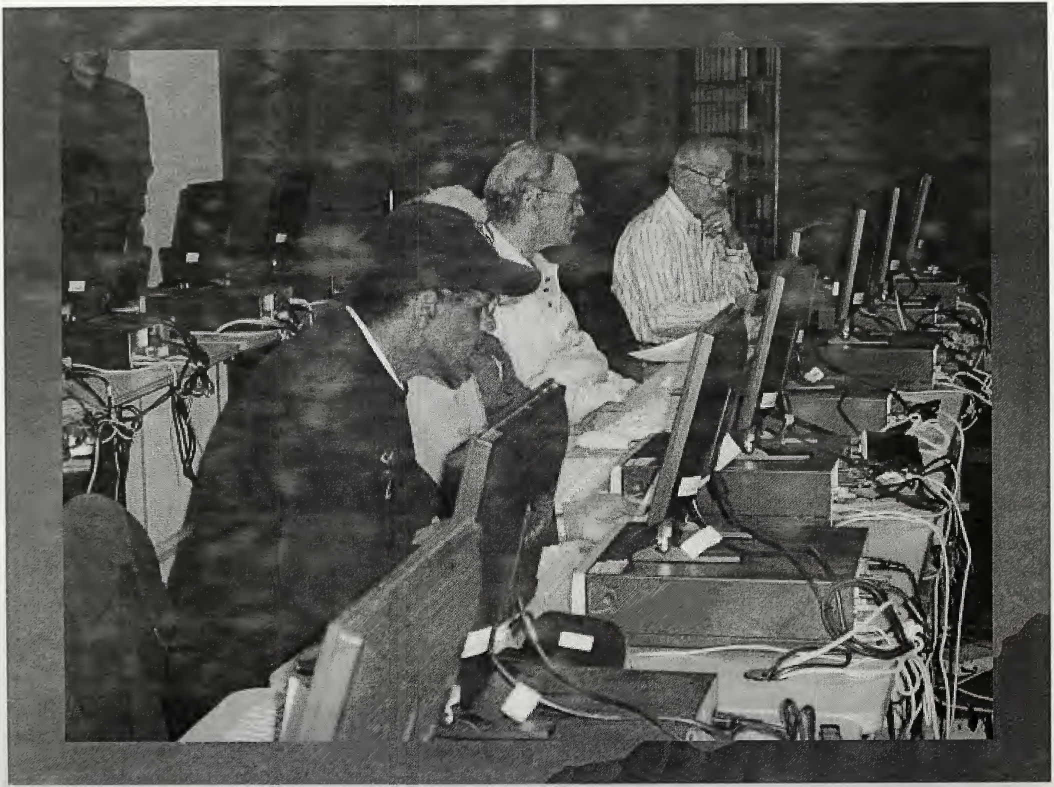
Internet &

Internet 101 Learn to find information on the Web by following a link, using a search engine and

The San Francisco C Services Directory: City Government a Organizations Identify provided by more than 1,700 So

Class Attendance 05-06

- Hands-on = 2803
- Lecture/Brown Bag = 171
- 2974 people attended 205 classes
- 16% increase from previous year



Highlights

- Helping a 90 year old patron send an e-mail to her daughter for the first time
- A patron finding an apartment on Craigslist.org
- A man in his 80s finding his high school sweetheart
- A patron sending his resume as an attachment, who later reported landing the job

Acquisition of New Materials

Library Commission
Meeting

December 7, 2006

Background Information

- Acquisitions Department of the Technical Services Division that orders and receives new books and Audio Visual materials
- 215,554 items were added during FY05-06 (an average of 17,962 items per month
- Acquisitions Department and Library's Finance Dept. monitor expenditures for books and AV materials

Major Vendors

- Library can spend more than $250,000 per year with major vendors
- **Baker & Taylor** – adult non-fiction
  - Spent appr. $426,025 in FY 05-06
- **Brodart** – adult fiction, McNaughton lease books, standing orders, Guadalajara Book Fair
  - Spent appr. $972,855 in FY 05-06

Major vendors (cont.)

- **Blackwell's** – adult non-fiction
  - Spent appr. $155,000 in FY 05-06

- **Book Wholesalers Inc** – children and teen books, audio-visual materials
  - Spent appr. $1,967,850 in FY 05-06

Major Vendors (cont.)

- **Midwest Library Services** – hard to find adult fiction and non-fiction, replacement books, out-of-print books, standing orders
  - Spent appr. $719,270 in FY 05-06
- **EBSCO Subscription Services** – Magazines, journals, and newspapers
  - Spent appr. $782,750 in FY 05-06

Major vendors (cont.)

- Advantages of purchasing from a major vendor
  - Library receives up to 47% discount
  - Free shipping
  - Vendor can process books (putting on Mylar covers, barcode labels, etc.)
  - Vendors can also catalog materials

Secondary vendors – “Pool of vendors”

- Established in FY 2005-2006
- Library spends between $10,000 and $250,000 per year per vendor
- Specialize in languages other than English
- Specialize in non-print media
- Specialize in certain kinds of books
- Single source vendors
- Currently have 65 vendors

Ordering Process

- Selections are received in the Acquisitions Order unit from
  - Collection Development Office (CDO)
  - Office of Children and Youth Services (OCYS)
  - Main Library departments
  - Systemwide committees, such as the Diversity List committee

Ordering Process (cont.)

- Purchase orders are sent to the vendors electronically, by mail, fax, or phone.
- Standing orders – predetermined list of titles
- Selectors go to book fairs or book stores and choose from available stock
- If orders are cancelled by the vendor, Acquisitions staff re-order them from another vendor right away.

Receiving process

- Unpack boxes
- Check contents for obvious damage
- Check the contents against the invoice
- Mark each title and the copies as Received in Millennium
- Resolve simple problems
- Confer with Acquisitions Manager about difficult problems

Materials go to Cataloging Unit

Library Commission meeting,
12/7/06

San Francisco Public Library

Español 中文

Home | SFPL Online | Services | Branches · Main | News | Local Links

SFPL News Releases

News Release

· What's New
· SF Reads: Staff Picks
· Branch Improvements
· SFPL Job Openings
· Coming Soon
· Events
· Exhibitions
· Classes
· Search Our Site

Search Catalog

For Immediate Release: December 1, 2006
Contact: Marcia Schneider (415) 557-4252

San Francisco Public Library Implements Public Safety Initiative

Implementation of a major new public safety initiative for the San Francisco Public Library was launched in July 2006. Under the leadership of City Librarian Luis Herrera, the Library has seen a reorganization of its security staff, as well as the addition of two outreach workers, on contract through the Department of Public Health, to help those library patrons in most need of referrals to city services.

With over 2 million visitors annually to the Main Library and over 3 million visitors to the branch libraries, San Francisco will serve as an urban model to other cities in providing a welcoming, comfortable and pleasant experience for library patrons. As part of an overall public safety plan, the Library has developed partnerships with the San Francisco Police Department, DPH, and other city-sponsored programs concerned with security, crime abatement and homeless issues.

"We are proud of the many services we offer to all people," stated Herrera. "The Library is a magnet for students, children and teens, job seekers, writers, historians, seniors and more–in other words, all San Francisco residents. It is one of our top priorities to provide a safe and comfortable environment for our library patrons."

Herrera has adopted a multiple-step approach to enhancing public safety. Sargeant Patrick Kwan of the SFPD joined library staff in July 2006 with the charge to analyze and update security and safety practices throughout the Library. Drawing on expertise and skills acquired in his duties in the police department and as head of the Tenderloin Homeless Task Force, Sgt. Kwan has implemented new training procedures and redesigned the ways in which security staff is scheduled and deployed, with the goal of increasing security on the exterior and upper floors of the Main Library. All security officers will undergo training at the San Francisco Police Academy under his new training program.

Another new initiative, first discussed in December 2005 with the DPH and implemented in October 2006 is the introduction of two half-time outreach workers who are present daily at the Library through SF HOT (San Francisco Homeless Outreach Team), a collaborative effort that reaches across city departments and community based organizations. The two staff members of the SF HOT team are dedicated to working with library patrons most in need of city services, including housing and mental health facilities by making contact with individuals and making appropriate referrals.

A third effort to address any concerns about safety in libraries will come with the remodeling of the first floor of the Main in early 2007. Public restrooms will be redesigned to support better visibility and security control of the facilities.

Public safety is an ongoing priority for the San Francisco Public Library. Through its public safety plan, San Francisco is leading the effort among major urban libraries to address any concerns

on the part of the public.

Have a question? **Ask a Librarian**

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Frequently Asked Questions

Last Modified: December 4, 2006

San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
APPROVED 2007 MEETING SCHEDULE

FIRST THURSDAY OF THE MONTH, 4:30PM

JANUARY 4, FEBRUARY 1, MARCH 1, APRIL 5, MAY 3, JUNE 7, SEPTEMBER 6, OCTOBER 4, NOVEMBER 1, and DECEMBER 6, 2007.

THIRD THURSDAY OF THE MONTH 4:30PM

JANUARY 18, FEBRUARY 15, MARCH 15, APRIL 19, MAY 17, JUNE 21, JULY 19, AUGUST 17, SEPTEMBER 20, OCTOBER 18, NOVEMBER 15, and DECEMBER 20, 2007.

* THERE WILL BE ONLY ONE SCHEDULED REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION DURING JULY AND AUGUST 2007.

M. Housh, Commission Secretary
Approved: December 7, 2006

Chinatown Branch Library

LIBRARY CATALOG WORKSHOP

(In English)

DESCRIPTION

●Library Homepage ●Search the Library Catalog ●Request Library Items ●Reserve a Computer ●View Your Library Record ●Interlibrary Loan Requests ●Introduction of Specialized Databases

SCHEDULE

January 20, 2007	10-11am	February 17, 2007	10-11am
March 17, 2007	10-11am	April 12, 2007	10-11am
May 12, 2007	10-11am		

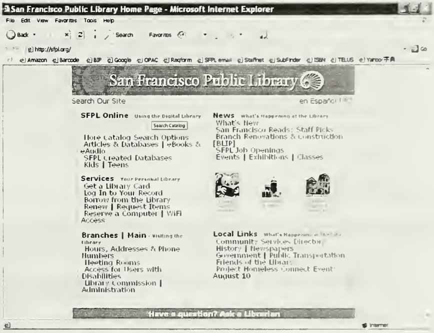
QUALIFICATIONS

Free workshop
Open to everyone
No registration
Limit to 20-30
First come, first serve

LOCATION

1135 Powell St.,
San Francisco,
CA 94108

Please call 355-2888 for details.


San Francisco Public Library Home Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back
Search
Favorites
http://sfpl.org/
Go
Amazon
Barcode
BIP
Google
OPAC
Reqform
SFPL email
Staffnet
SubFinder
ISBN
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Yahoo
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en Español
Search Catalog
Have a question? Ask a Librarian
Internet

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More Catalog Search Options
Articles & Databases | eBooks & eAudio
SFPL Created Databases
Kids | Teens

Services Your Personal Library
Get a Library Card
Log In to Your Record
Borrow from the Library
Renew | Request Items
Reserve a Computer | WiFi Access

Branches | Main · Visiting the Library
Hours, Addresses & Phone Numbers
Meeting Rooms
Access for Users with Disabilities
Library Commission | Administration

News What's Happening at the Library
What's New
San Francisco Reads: Staff Picks
Branch Renovations & Construction [BLIP]
SFPL Job Openings
Events | Exhibitions | Classes

Local Links What's Happening
Community Services Directory
History | Newspapers
Government | Public Transportation
Friends of the Library
Project Homeless Connect Event: August 10

Funded by the Friends & Foundation of the San Francisco Public Library

San Francisco Public Library

華埠市立圖書館

館藏目錄培訓課程

(國粵語講解）

學習內容

●介紹圖書館網頁 ●搜尋圖書館資料 ●預訂圖書/視聽資料 ●預約電腦
●查看/更新個人資料 ●網上閱覽中文雜誌 ●館際互借

開課時間

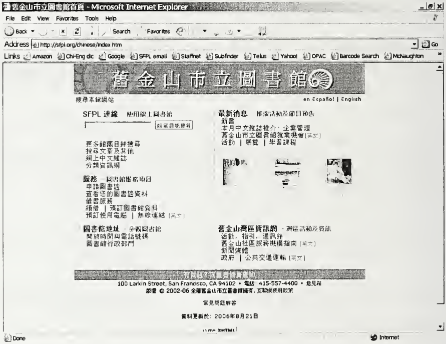
2007年1月20日 11am-12pm
2007年2月17日 11am-12pm
2007年3月17日 11am-12pm
2007年4月12日 11am-12pm
2007年5月12日 11am-12pm

上課資格

免費課程
任何人均可參加
無需報名
人數限 20-30 人
先到先得

上課地點

跑華街 1135 號
(近 Jackson)


舊金山市立圖書館首頁 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://sfpl.org/chinese/index htm
Go
Links Amazon Chi-Eng dic Google SFPL email Staffnet Subfinder Telus Yahoo! OPAC Barcode Search McNaughton
舊金山市立圖書館
館藏目錄搜尋
Done
Internet

搜尋本館網站

en Español | English

SFPL 連線 使用線上圖書館

更多館藏目錄搜尋
搜尋文章及其他
網上中文雜誌
分類資訊網

服務 圖書館服務項目
申請圖書證
查看您的圖書證資料
借書服務
續借 | 預訂圖書館資料
預訂使用電腦 | 無線連結 (英文)

圖書館地址 - 分館圖書館
開放時間與電話號碼
圖書館行政部門

最新消息 推廣活動及節目預告
新書
本月中文雜誌推介：企業管理
舊金山市立圖書館就業機會 (英文)
活動 | 展覽 | 學習課程

舊金山灣區資訊網 - 灣區活動及資訊
活動，指引，通訊錄
舊金山社區服務機構指南 (英文)
新聞媒體
政府 | 公共交通運輸 (英文)

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版權 © 2002-06 全權舊金山市立圖書館擁有, 互聯網使用政策

常見問題解答

資料更新於：2006年8月21日

詳情請致電華埠圖書館 355-2888 查詢

本活動由舊金山市立圖書館之友贊助

San Francisco Public Library

Новости Библиотеки

ЦЕНТРАЛЬНАЯ БИБЛИОТЕКА ГОРОДА САН ФРАНЦИСКО ПРЕДЛАГАЕТ

Бесплатные классы на русском языке!

Хотите научиться пользоваться Интернетом и компьютерным каталогом в библиотеке? А иметь свой электронный адрес на Интернете и общаться со своими друзьями и родственниками, которые находятся в разных концах мира? И всё это бесплатно? Да! Приходите в Центральную Библиотеку и мы Вам поможем овладеть этими знаниями.

Компьютерная практика. Классы лимитированы до 20 человек в группе. Для дополнительной информации звоните в Интернациональный Центр по телефону 557-4430 (по-английски) или 355-2825, 355-5770, 355-5650 (по-русски).

Мы встречаемся в Интернациональном Центре (International Center, Reference Librarian Desk), в Центральной Библиотеке (Main Library) на третьем этаже за 15 минут до начала класса. Компьютерные классы находятся на 5 этаже (Training Room).

Расписание

18 Января, 15 Февраля, 15 Марта 2007 года, с 9:15- 11:15 a.m. (третий Четверг каждого месяца).

How to Use Internet & the Library's Online Catalog: Demo & Hands-on Training (Instruction in Russian)

Schedule

January 18, February 15, March 15, 2007 from 9:15 – 11:15 a.m

No tickets are required. Meet at the 3rd floor International Center , Main at 9:00 a.m.

Training will take place on 5th floor in the Training Room.

All programs at the Library are free!

San Francisco Public Library
Main Library 100 Larkin Street (at Grove) 415.557.4430

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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*******SPECIAL NOTICE*******

The regular meeting of the San Francisco Public Library Commission scheduled for Thursday, December 21, 2006 has been cancelled.

The next regular meeting of the Public Library Commission is scheduled for Thursday, January 4, 2007.

Richard Walsh, Acting Commission Secretary
Posted December 14, 2006

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